



Post title: SEN Teaching Assistant - Level 1

Department: Inclusion Team

OAT Grade/Spinal Column Point: 2

Reports to: EYFS Lead / Inclusion Manager

1. PURPOSE OF JOB:

Teaching Assistants are appointed to work with pupils over the whole age range as part of a team under the general direction of the line manager and the close supervision of a classroom teacher/senior staff.

To assist pupils, including those with SEN, with their routine personal care needs; to support other staff to further pupils' independence and to enable them to access the curriculum. The post holder will also perform other related practical duties to support the classroom teacher.

2. MAIN RESPONSIBILITIES

- Developing an understanding of the specific needs of the pupil(s).
- Assisting pupils in implementing their own personal care programmes, for example Personal hygiene, toileting, eating and drinking to contribute to personal and social development.
- Providing practical assistance in relation to other identified physical needs e.g. transportation, dressing, meal times, and organisation of learning equipment to support personal, health, social and emotional development (PHSE).
- Observes individuals and groups of pupils' personal, social and learning achievements. Maintains appropriate records, monitor progression and attainment and provides reports and information to inform and support the assessment process.
- Keeping basic records to monitor progression ensure continuity of care and inform development.
- Maintenance and cleaning of personal care equipment and materials, clothing etc. Maintenance of toiletry supplies.
- Undertaking routine activities with either individuals or small groups of pupils to facilitate their physical, emotional and educational development.
- Helping to promote pupils' good behaviour and discipline through positive interactions with pupils and participation in strategies.

- Assists all pupils where appropriate in the proper use of simple personal and learning aides and equipment and to ensure that they are available.
- Providing routine assistance and support to all pupil/pupils in physical/practical activities e.g. physical education, cookery, school visits, organised by the school to support PHSE.
- Carrying out routine administrative tasks i.e. photocopying, basic record keeping, and basic IT skills.
- Providing regular feedback about pupils to the teacher and other colleagues.
- Preparing and clearing up classroom materials and learning areas ensuring that they are available for use.
- Assisting in the presentation of displays in the learning environment to enhance the learning experience and celebrate the achievements of pupils and provide information.
- Contributes routinely to reviews of pupils' progress, as appropriate.
- Assisting with lunch and break time supervision of pupils.
- Participates in and supports educational visits and outings to enhance the learning experience.
- Attends training courses to support ongoing professional development.
- Attends staff meetings to maintain an awareness and understanding of current issues within the school and to provide and receive basic information and contributes to discussions.
- Provides routine pastoral care for pupils who are sick.
- Monitor pupils and young people's conduct and behaviour throughout the mainstream learning process and intervene to resolve routine issues using appropriate techniques and skills to de-escalate potential difficult situations or resolve simple conflict with individual and groups of pupils to establish and maintain a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

3. SUPERVISION/MANAGEMENT OF PEOPLE

No direct supervisory responsibility other than familiarisation of procedures to colleagues.

4. **CREATIVITY AND INNOVATION**

Learning is an environment where new situations will arise every day. The postholder must seek to develop positive relationships with pupils.

Interpretation of individual personal care programmes to best support the child.

Contributes to the presentation of displays.

Guidance is readily available from teaching staff or other colleagues, school policies and procedures, Personalised Learning Plans (PLP's) and lesson plans etc.

4. **CONTACTS AND RELATIONSHIPS**

Teachers – to assist them in preparing materials reporting pupils' routine progress and supporting learning activities.

Pupils – to support, assist and enable them to access the curriculum and develop social and independence skills to their fullest ability. To care for their personal needs.

Other staff – to work as part of a team with all pupil related staff to keep them informed of areas of concern and pupils needs, particularly when handing over at the end of a session or day.

Parents – to exchange routine information related to individual pupils.

6. **DECISION**

Discretion - The degree of discretion for the postholder is minimal.

Actions taken outside the normal routine are discussed with the class teacher in the first instance.

Any areas of concern related to child protection issues must be immediately reported to a responsible person.

Consequences - The postholder works under the close direction and supervision of a teacher/line manager. Any decisions will have a limited short term effect for the pupil and on the education provision within the school.

Constructive and effective support of the pupil can be of assistance to the pupils' physical and academic development.

7. RESOURCES

Shared responsibility for hygiene materials, teaching materials and equipment.

Responsible for handling small sums of cash up to the value of £50.

8. WORK ENVIRONMENT

Work Demands

The postholder will normally work within an agreed routine which may be varied dependent upon the needs/behaviour of pupils.

Physical Demands

Physical effort may be required in assisting pupils with daily routines, e.g. mobility, transfer, personal needs, lifting and handling of basic equipment, setting out classrooms and learning environments.

Working Conditions

The post holder will work within the School environment with some periods of outdoor activity when supervising pupil(s) activities.

Work Context

The post is predominantly classroom based and some risk is posed to the personal safety of the postholder. There will be some lifting of pupils or equipment. In some instances there may be a risk of infection from exposure to pupils' bodily fluids.

9. KNOWLEDGE AND SKILLS

Good standard of basic education particularly literacy and numeracy skills.

Routine administrative and ICT skills.

An awareness of the education process and the national curriculum.

Awareness of the regulatory framework relevant to schools and pupils.

Good communication and interpersonal skills.

Ability to establish and maintain positive relationships with pupils.

Caring skills in terms of pupils physical and emotional needs.

Team worker – able to work positively with others as part of the team.


10. GENERAL

a) Job Evaluation - This job description has been set out in such a way as to allow for job evaluation using the GLPC Scheme as adopted by the North East Lincolnshire Council.

b) Other Duties - The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

c) Equal Opportunities - The postholder must carry out his / her duties with full regard to the Councils Equal Opportunities policy.

d) Health and Safety - The postholder must carry out his / her duties with full regard to the Departments Health and Safety Procedures.

Signed  Principal

Date ...13/11/2020.....