

HENDON SCHOOL



JOB DESCRIPTION

Post: SEN Teaching Assistant Level 4

Responsible to: SENco

Hours per day: 29.2 hours per week / Term Time Only

Grade: SCP 18 - 23

Job Purpose: To support the classroom teacher with their responsibility for the development and education of all pupils.

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.

Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

Duties & Responsibilities:

Support for the Pupils

1. Delivering appropriate lessons to pupils, ensuring they meet educational standards and cater to diverse learning needs.
2. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
4. Develop and implement IEPs.
5. Promote the inclusion and acceptance of all pupils within the classroom.
6. Support pupils consistently whilst recognising and responding to their individual needs.
7. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
8. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
9. Provide feedback to pupils in relation to progress and achievement.

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Support for the Teacher

1. Organise and manage appropriate learning environment and resources.
2. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
3. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
4. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
5. Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
6. Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.
7. Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
8. Administer and assess/mark tests and invigilate exams/tests.
9. Cover lessons when required, maintaining continuity and quality of education.

Support for the Curriculum

1. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
2. Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
3. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
4. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.

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5. Advise on appropriate deployment and use of specialist aid/resources/equipment.
6. Planning and preparing lessons and programmes of work for individual pupils, groups, and whole classes.

Support for the School

1. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
5. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
6. Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
7. Deliver out of school learning activities within guidelines established by the school.
8. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

Line Management Responsibilities Where Appropriate

1. Manage the planning and direction of the work of teaching assistants.
2. Assist in the development and implementation of policies relating to teaching assistants.
3. Manage the performance of both individual and teams of staff including responsibility for staff development.
4. Hold regular team meetings with managed staff.
5. Liaise with teaching staff and other colleagues, to ensure adequate levels of support are available to teaching staff and pupils.

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6. Represent teaching assistants at teaching staff/management/other appropriate meetings.
7. Oversee lunchtime supervision, monitoring the quality of lunchtime support, delivering training and supporting supervisors to meet individual pupil needs.
8. Contribute to the recruitment process of teaching assistants.
9. Undertake induction, appraisal, training and mentoring for other teaching assistants.

This is not an exhaustive list and the School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School's business.

In exceptional circumstances, the post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

Hendon School is committed to the protection of children and expects all staff and volunteers to support that commitment. All applicants will be required to complete a Disclosure and Barring Service check (of criminal record), thorough references and overseas background checks (where applicable) before an appointment can be confirmed.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's ability for positions of trust, Hendon School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the School, including personal protective equipment in accordance with training and instruction.

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Name of role holder: _____

Date Provided: _____ Initialled by HR Partner/Line Manager: _____