



SEN TEACHING ASSISTANT

Job Description and Person Specification

Job Description

SEN Teaching Assistant

Main Place of Work:	Employability Solutions Liverpool, 52 Wellington Street, Garston, L19 2LX.
Responsible to:	SENDCo
Employment Contract:	Term Time + 5 days (40 weeks)
Hours:	35 hours, Monday to Friday

Purpose of the post:

Support teaching staff to meet the needs of students through the implementation of agreed learning strategies and support both in and out of the classroom, either in whole class, small group or one to one work.

Provide detailed and specialist skills / knowledge within the field of SEND (Special Educational Needs or Disabilities).

Responsibilities of the post:

- Develop, with the support of the Teacher, HLTA and/or SENDCo, targeted interventions, strategies and clear plans of support that enable students to meet their Individual Learning Objectives and report on the progress.
- Develop and adapt resources for use with students that maximise learning outcomes.
- Monitor student's responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher.
- Support the teacher with effective classroom management, including behaviour management, completion of registers, resource management and general cleanliness and tidiness.
- Contribute to planning and project ideas and update display boards with students work / topical content.
- Attend and contribute to staff meetings and events including open days, presentation evenings etc.
- Share timely information with the team and update the school management systems with daily observations.
- Contribute to student reviews (EHCP, annual, ILP's etc) by responding to requests for information and providing regular feedback on students' learning.
- Support the use of ICT in learning activities.

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General Duties:

- Assist with the supervision of students out of lesson times, including before and after school, and at breaks and lunch times where required.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Provide cover where required in the event of staff shortages.
- Support, uphold and contribute to the development of ES policies and procedures.
- Provide timely responses to emails or requests for information from the wider team and SLT.
- Manage your online calendar and ensure important deadlines are met, seeking support where required.
- Commitment to your own continuous professional development (CPD).
- Take an active part in appraising own work as part of the annual appraisal process.
- Attend company training days, team coaching, INSET days and meetings as required.
- Access 1:1 coaching and support.
- Live and breathe ES Company Values.

Safeguarding Statement

All adults working in, or on behalf of the school have a responsibility to safeguard and promote the welfare of children. This includes responsibility to provide a safe environment in which children can learn.

Please refer to the below document. This guidance applies to all schools and is for: headteachers, teaching staff and the wider workforce including volunteers; governors, directors, and board members. It sets out the legal duties you must follow to safeguard and promote the welfare of children and young people in schools and colleges.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Other

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

SEN Teaching Assistant

Criteria	Essential / Desirable	Method of Assessment
Qualifications and Experience		
Level 2 (GCSE A* - C) in English and Maths.	E	AF
Level 3 Certificate for Teaching Assistants.	E	AF
Knowledge of Special Educational Needs / Additional Learning Needs, such as SEMH,	D	AF
Experience of supporting students in a classroom environment, including those with special educational needs.	D	AF / I
Experience of working in an alternative / SEND provision	D	AF / I
Skills and Knowledge		
Ability to establish positive relationships with students and empathise with their needs	E	AF / I
Ability to demonstrate active listening skills.	E	AF / I
Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs.	E	AF / I
Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.	E	AF / I
Ability to offer constructive feedback to students to reinforce self-esteem.	E	AF / I
Ability to deal sensitively with complex and sensitive issues.	E	AF / I
Has knowledge of / is interested in Trauma Informed Approaches	D	AF / I
Personal Qualities		
Willingness to maintain confidentiality on all school matters.	E	AF / I
Ability to work effectively and supportively as a member of the school and wider team.	E	AF / I
Willingness to work flexibly, attending evening meetings as and when necessary and assisting throughout other areas of the school as requested.	E	AF / I
Well-presented and professional manner.	E	AF / I
Demonstrable commitment to equal opportunities and inclusion.	E	AF / I
Willingness and ability to adapt to a wide range of duties in response to changing circumstances.	E	AF / I
Committed to continuing personal and professional development	E	AF / I
To be highly ambitious for all students on roll	E	AF / I
Take seriously the safeguarding and wellbeing of all learners	E	AF / I
To fully support the company's vision, values, and commitment to providing a high-quality alternative to mainstream education.	E	AF / I

A = Application Form I = Interview



Transforming lives and building resilient communities.

Employability Solutions Independent School

52 Wellington Street

Liverpool

L19 2LX