

Job description:

SEN teaching assistant

Kingsbury Academy is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: £23,500-£24,702 FTE £18,376-£19,316 Actual

Hours: 32.5 hours per week, Term time only

Contract type: Permanent

Reporting to: Head Teacher/ Senior Leadership Team

Main purpose

To provide learning and care support for pupils with special educational needs (SEN). This will involve working with the teacher to plan and deliver activities and supporting pupils with routines, transitions and behaviour management.

Duties and responsibilities

Supporting pupils

- Build positive relationships with pupils, promoting high self-esteem and independence
- Support the activities of individuals or groups
- Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role)
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Support children with specific needs, for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties and individual personal requirements.
- Go into the pool to support swim lessons
- Support pupils to access the curriculum
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education and support plans
- Contribute to ensuring the school, class and outdoor areas are safe, in good order and repair and attractive, including creating and maintaining displays
- Support with personal care as and when required
- Promote the values and vision of the school

Teaching and learning

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils, delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use ICT skills to advance pupils' learning
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Assist in preparing and maintaining the learning environment
- Contribute to the management of pupils' behaviour
- Monitor, record and report on progress and attainment
- Contribute to the overall ethos, aims and work of the school
- Contribute to the development of individual pupil records
- Support the maintenance of pupils' safety and security. Provide general administrative support, for example, administer coursework, produce worksheets etc.

Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with parents and carers under the direction of teachers
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Follow school ethos, policy and procedures at all times.
- Any other duties deemed appropriate at the direction of the Head Teacher

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Raise and record all safeguarding concerns to the Designated Safeguarding Lead

Postholder's signature:

Date:
