

### Job Description

<b>Job title:</b>	Graduate Teaching Assistant - SEN
<b>Grade/salary:</b>	Grade 4, Scale Points 5 – 6
<b>Reporting to:</b>	Classroom Teacher for day to day activities. You will have a named line manager (e.g. a HLTA, middle or senior leader).

#### Job Purpose

- To provide the opportunity to gain meaningful work experience in a school setting to benefit your career goals;
- To receive training and mentorship supporting the development of transferable knowledge, experience and skills;
- Assist and support with the development and learning of SEND students, providing 1:1 and small group support.

#### Key Responsibilities and Accountabilities

##### The post holder will:

- Work collaboratively with teaching staff and other support staff to enhance the development and education of pupils;
- Support the needs of individual pupils, or a small group of pupils, as directed by teaching staff;
- Be directed to meet the specific needs of individual pupils, in line with their statement of Special Educational Needs;
- Support the preparation, planning and implementation of individual and group learning activities and intervention programmes across the whole school, working alongside and in conjunction with professional teaching staff;
- Monitor the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment and pre-empt/deal with situations arising in accordance with school policies and procedures;
- Assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters;
- Assist with the supervision of pupils ensuring their safety and access to learning;
- Prepare the classroom as directed for lessons and to clear afterwards. This may include assisting with the display of work;
- Report to the teacher or line manager on pupil progress and achievements in accordance with school policy;
- Provide or gather routine information to or from parents/carers under the direction of the teacher or line manager;
- Prepare and maintain classroom resources so that they are readily available for use;
- Liaise with other professional staff, parents and outside agencies to ensure effective communication concerning the maintenance of pupils' wellbeing;
- Assist pupils in using resources, e.g. ICT;
- Assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours;
- Participate in school visits, assisting with activities as required.

##### Responsibilities for Resources

- Effective use of materials and resources.

### **Responsibilities for Budgets and People**

- None.

### **Performance Management and Review**

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line-manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Appraisal Policy.

### **Core responsibilities and duties**

All postholders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of pupils as set out in the Trust safeguarding procedures;
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Work effectively as part of team;
- Attend relevant meetings, as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

### Person Specification

No.	Categories	Essential or Desirable	App Form	Interview/ Task
<b>Qualifications</b>				
1.	Level 2 numeracy / Literacy qualifications;	E	✓	
2.	Degree or equivalent qualification;	E	✓	
3.	Understanding the purpose and role of learning support;	E	✓	
4.	Understanding of Safeguarding and Child Protection issues;	D	✓	
<b>Experience</b>				
5.	Experience of basic technology, PC, internet and Microsoft Office packages;	E	✓	✓
6.	Experience of working with, or caring for, children or young people of relevant age;	D	✓	✓
7.	Understanding of first aid;	D	✓	✓
<b>Abilities, skills and knowledge</b>				
8.	Work as an effective team member and apply directions/instructions;	E	✓	✓
9.	Ability to relate well to children and young people;	E	✓	✓
10.	Able to apply written and verbal instructions;	E	✓	✓
11.	Able to set up basic, and routinely use, equipment and resources under the instruction of the teacher;	E	✓	✓
12.	Able to organise self to plan and complete tasks;	E	✓	✓
13.	Able to communicate effectively with young people and adults (parents, other staff);	E	✓	✓
14.	Able to use initiative to support learning, with some guidance and support from the teacher;	D	✓	✓
15.	High personal standards;	E	✓	✓
16.	Able to seek support, when required;	E	✓	✓
17.	An excellent record of attendance and punctuality;	E	✓	
18.	Reliability, integrity and stamina;	D	✓	
19.	Respect confidentiality;	D	✓	✓
20.	Commitment to personal development and learning.	D	✓	✓