



ROLE DESCRIPTOR

Our Vision – *This job role will play a critical part in enabling the School to achieve its vision:*

“Excellence as a habit, not an action.

Excellence in who we are; Excellence in what we do; Excellence in our service of others”

Job Title: SEN Teaching Assistant

Reports to: Head of Learning Support (SENCO)

MAIN PURPOSE

To work on a one-to-one basis with an EYFS pupil with an EHCP to help them to develop core skills in reading, writing and maths. Flexibility as to the needs of the children will be required. The post will mainly be based in the prep phase of the school under the direction of the Class Teachers supported by the SENCO.

KEY DUTIES AND RESPONSIBILITIES

Your role will be to:

- To work on a one-to-one basis with an EYFS pupil with an EHCP.
- To help differentiate and deliver activities for the pupil.
- Help the pupil to interact socially and communicate with others.
- Encourage independence.
- Support the pupil to complete activities under the guidance of Class Teachers
- Deliver interventions on a one-to-one under guidance of Class Teachers and other professionals.
- Keep records and log observations to help measure pupil progress.
- Perform other ad hoc duties as requested by the Line Manager, Vice Principals & Principal.

Feet on the ground. Reaching for the stars.

In relation to the Teachers

- Support teachers to implement specific teaching strategies.
- Provide timely feedback on the progress of pupils to the class teacher.
- Supervise tasks and assist as necessary in class if required.
- Keep careful records of tracking and evaluate pupil progress and the impact of any intervention programmes.

In relation to the school

- Work as part of the team, liaising, advising, consulting and providing feedback where appropriate.
- Support implementation of school policies and procedures, including those relating to safeguarding, confidentiality and behaviour.
- Identify personal training needs and to attend appropriate internal and external in-service training.

This job description is not necessarily a comprehensive definition of the post. It is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.

Health and Safety Responsibilities: In accordance with the provisions of the Health and Safety at Work Act 1974 it is the responsibility of the post holder to take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the School Bursar, Principal & Vice-Principals, Governors and staff to enable them to perform or comply with its duties under statutory health and safety provision.

Review and amendment

This job description will be reviewed at least once a year and may be subject to modification at any time after consultation with the post holder.

Person Specification: SEN Assistant

Qualifications	Essential	Desirable
Evidence of a good general education	✓	
First Aid – have a current first aid certificate or be prepared to undertake training to obtain the certificate	✓	
Safeguarding – have a good knowledge of the safeguarding requirements of a school or be prepared to undertake training to obtain this	✓	
Evidence of qualifications in the area of learning support / special educational needs		✓

Skills, aptitude, knowledge	Essential	Desirable
Professional, with both Excellent Organisation and Customer Service Skills	✓	
A positive interest in working with young people.	✓	
Excellent communication and interpersonal skills including an empathetic and patient manner.	✓	
High level of confidentiality, tact and sensitivity	✓	
Knowledge of how children learn to read and write	✓	
Able to work as part of a team	✓	
Proficient with Microsoft Office (i.e. Word, Excel, Email etc)	✓	
Knowledge of systematic teaching of phonics	✓	
Good written communication skills	✓	
Ability to be polite but firm when dealing with difficult situations	✓	
Experience		
Experience of working with young people	✓	
Relevant work experience in a similar environment		✓
Experience of working with young people with SEN, preferably at primary age		✓
Knowledge of IT Databases i.e. Word , Excel	✓	
Personal qualities	Essential	Desirable
A friendly and confident personality	✓	
A smart appearance	✓	
Be a positive role model in terms of behaviour, work and attitudes	✓	
Calm, courteous and professional manner	✓	
Marist Commitment	Essential	Desirable
Able to support the ethos of a Catholic school	✓	