

## Job Description

**Job Title:** Teaching Assistant SEN (Level 1)

**School:** Harehills Primary School

**Pay Range:** B1

**Responsible to:** Assistant Head for Key Phase

### Role:

To work under the direct instruction of teaching/senior staff, usually in the SEND provision to support access to learning for pupils and provide general support in the management and care of pupils and learning environment.

### Main Duties:

1. To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
2. Supporting pupils who may have complex medical needs and who may need emergency medical support, training will be provided.
3. Supporting pupils who require additional support with communication. It would be desirable for the postholder to be confident in using intensive interaction strategies and have an understanding of the use of PECS. (training can be provided)
4. Supporting pupils with speech difficulties under the guidance of a Speech Therapist to support individual pupils with specific needs - in-house training provided.
5. Providing support to pupils who need assistance with personal care, such as feminine hygiene, changing nappies etc. for incontinent pupils and assisting pupils to use the toilet if they are unable to use the toilet unaided.
6. Feeding pupils and assisting them with drinking, in-house training given.
7. Supporting pupils who because of their physical needs may need to be lifted and carried and/or in transported in wheel chairs, training will be provided.
8. The postholder may also be required to assist pupils with physiotherapy under the guidance of physiotherapist.
9. The postholder may be required to restrain pupils who may harm themselves or others. Some pupils may bite, kick, nip and punch etc. themselves staff and or other pupils. Training will be provided on how to restrain pupils appropriately.
10. To supervise and support pupils ensuring their safety and access to learning
11. To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.

12. To promote the inclusion and acceptance of all pupils.
13. To encourage pupils to interact with others and engage in activities led by the teacher.
14. To encourage pupils to act independently as appropriate.
15. To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
16. To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
17. To undertake pupil record keeping as requested.
18. To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
19. To gather/report information from/to parents/carers as directed.
20. To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
21. To support pupils to understand instructions.
22. To support pupils in respect of local and national learning strategies - as directed by the teacher/senior staff.
23. To support pupils in using basic ICT as directed.
24. To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
25. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
26. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
27. To contribute to the overall ethos/work/aims of the school
28. To appreciate and support the role of other professionals
29. To attend relevant meetings as required
30. To participate in training and other learning activities and performance development as required.
31. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
32. To accompany teaching staff and pupils on visits, trips and out of school activities as required.

## PERSON SPECIFICATION

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Essential Criteria	How Identified	Desirable Criteria	How identified
<b>SKILLS</b> Good numeracy/literacy skills  Use basic technology – computer, video, photocopier  Ability to relate well to children and adults  Ability to work constructively as part of a team	Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process	Maths and/or English Grades GCSE A-C or CSE level 1   Ability to use intensive interaction and PECS	Provide evidence by producing certificate   Provide evidence by producing certificate
<b>KNOWLEDGE &amp; UNDERSTANDING</b>  Working with or caring for children of relevant age  Understanding classroom roles and responsibilities and your own position within these.	Application form and selection process  Application form and selection process	Appropriate knowledge of first aid  To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	Application form  Application form and selection process
<b>QUALIFICATIONS/ TRAINING</b> Participate in development and training opportunities	Application form and selection process	Completion of DfES Teacher Assistant Induction Programme	Application form and Certificate
<b>OTHER CONDITIONS</b> Enhanced CRB Check			

