



SEN Teaching Assistant Job Description

Salary Scale: NJC outer London *paid pro rata*

Grade and Range: Grade 4 / 5 SPC 8-15

Working pattern: Term Time only, 25- 36 hours per week (exact allocation tbc)

Duties: The duties and competencies outlined in this job description cover general responsibilities as the precise activities described below may develop, vary or be refined over time according to the needs and demands of a growing school. Such changes are to be anticipated whilst still falling with the spirit and intent of this job description.

Responsible to: SENCO

Responsible for: Efficient provision of necessary learning support and equipment to ensure high standards of safety and effective subject delivery.

The school is growing significantly over the next few years and the role may change as the school transfers to the state-of-the-art new £34M building housing modern purpose-built classes.

This role will support the school particularly with its SEND students.

RESPONSIBILITIES

Duties will include:

1. Support the work of Curriculum Areas as directed by teaching staff
2. To support teaching staff during lessons
3. To support individual students/an individual student in lessons to reduce barriers to learning
4. To manage the technical, administrative and resource provision across a range of subjects.

Teaching Assistant responsibilities: adhering to the professional standards for TAs

- Support teaching staff during lessons in the provision of all subjects across the age and ability range.
- Guide the intervention work of small groups or single students outside the main classroom
- Contribute to outstanding attainment and progress at all key stages
- Collecting and cataloguing of sundry worksheets, books, audio-visual aids and materials
- Gain an excellent working understanding of the learning needs of the students with whom you work. This may include liaising with colleagues and accessing attainment data and information from EHCPs/Educational Psychologist reports
- Enhance the quality of Teaching Assistant provision across the school through sharing resources and good practice and active participation in CPD
- Support Coombe Wood's aims and objectives for teaching and learning
- Show flexibility, innovation and intelligence in responding to the needs of the students and school as a whole.

General

- Supporting the input of student assessment data for internal targeted intervention strategies;
- Provide general administrative and clerical support for teachers as required including reprographics, display/preparation of materials;
- Support the supervision of groups of students in the after school work zone Mon-Fri 3.10 – 4.10pm
- Obtaining local purchases necessary for lessons and technician tasks.

Effective Day to Day Management:

- To ensure the school's Health and Safety policy and the current Health and Safety regulations are adhered to and implemented
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment

Other duties

- Participate in training and other learning activities as required
- Attend and participate in regular meetings
- Contribute to the wider life of the school if required
- Perform all other reasonable requests from the Headteacher and Line Manager which maybe wide and varied especially in the first year.
- Respect confidentiality at all times.

Outcomes

Coombe Wood School teaching and non-teaching staff will work closely together across many different areas of the school to ensure the best possible learning experiences for our students.

This role helps the smooth and efficient running of the school to support raising student motivation, aspiration and achievement, improving behaviour and contributing to a wide range of school objectives within the School Development Plan (SDP).

Alignment with our ethos and our core values of **Teamwork, Respect, Enjoyment, Discipline and Sportsmanship** is expected at all times.

Continued:

SEN Teaching Assistant Person Specification

Criteria	Essential	Preferred
Please note that training in school systems will be provided.		
Qualifications		
Educated to A level standard	x	
First degree or equivalent		x
Knowledge, Skills and Experience		
Adaptable to handle a multi-functioning role	x	
Highly organised with good time management skills and the ability to work under pressure and independently	x	
Adaptability and flexibility in working practices and the ability to use their initiative	x	
A high degree of professionalism in their approach to work and tasks set	x	
Communicate clearly with all sections of the School community both orally and in writing.	x	
Ability to handle sensitive issues keeping confidentiality as required.	x	
Knowledge of Microsoft Office and be confident in their use. Be willing to learn new computer systems	x	
Be able and willing to undertake staff training and development courses, some of which may be outside of normal working hours, to develop and maintain technical qualifications for the role.	x	
Ability to adhere to working procedures and policies within the School environment.	x	
Ability to form good working relationships with colleagues, students and parents and work as part of a team	x	
Previous experience of working within a school science department/laboratory.		x
An understanding of basic health and safety requirements.	x	
Attributes		
<ul style="list-style-type: none"> Demonstrate a positive, active and cooperative outlook An approachable, accommodating attitude High standards embracing honesty, integrity, loyalty and trustworthiness Ability to be flexible, adaptable and know when to use own initiative Able to remain calm and act sensibly under pressure A good team player and collaborative worker Present a good role model to students Grasp of the Coombe Wood ethos, supportive of the drive for health and fitness among the school community 		



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