



CRANFORD
SCHOOL

Job Description

Role	SEN Teaching Assistant
Job Purpose	<ul style="list-style-type: none"> To support and enable pupils with a range of learning difficulties and additional needs To provide support to other pupils in the class or in the wider school context as required
Accountable to	The Headmaster via the Deputy Head and SENCo
Responsible for:	Promoting the individual learning and progress of pupils with a range of learning difficulties and additional needs
Accountabilities	
Policy/Strategic direction and development	<ul style="list-style-type: none"> Contributing to whole school policy-making as required by the Head.
Leadership & management of others	<ul style="list-style-type: none"> N/A
Teaching and Learning	<ul style="list-style-type: none"> Liaising with SENCO regarding support for pupils and classes Supporting learning under the supervision of the class teacher and SENCO. Preparing differentiated learning resources as required. Leading small group or 1:1 interventions under the supervision of the class teacher, Head of Department/Key Stage or SENCO Understanding, implementing and monitoring individual support plans Encouraging pupils' confidence, self-esteem and independence. Recognising signs of anxiety in pupils and offering reassurance Helping pupils' understand instructions, through repetition, re-phrasing or modelling. Encouraging pupils to communicate with staff and take responsibility for their own learning, confidently seeking support when necessary. Providing feedback on pupils' learning and difficulties to teachers Providing assistance to teachers, before, during or after school sessions. Supporting children in social activities, clubs and on outings.. Completing records and reports.as required Participating in staff meetings as required Liaise with parents and carers as required Liaising with external professionals for the benefit of pupils as required by SENCO Attending relevant CPD/Inset training as necessary

Pastoral	<ul style="list-style-type: none"> • Ensuring a commitment to safeguarding and promoting the welfare of children.
Extra-curricular activities & other duties	<ul style="list-style-type: none"> • Organising and participating in extra-curricular activities (e.g. clubs, activities, residential trips, inter-house activities, etc) • Undertaking before school/break/lunch/after school duties as assigned
Marketing and external links, including public occasions	<ul style="list-style-type: none"> • Communicating and co-operating with persons or bodies either internally or outside the school (as necessary)
Management of resources	<ul style="list-style-type: none"> • Assisting in ensuring that all resources are fit for purpose and used in accordance with health and safety guidelines
Monitoring, evaluation & assessment	<ul style="list-style-type: none"> • Providing or contributing to oral and written assessments, reports and references relating to assigned pupils
Training & development of self and others	<ul style="list-style-type: none"> • Keeping up to date with current knowledge and understanding of the teaching of pupils with SEND • In liaison with line manager, setting personal targets and take responsibility for own continuous professional development. • Promoting the sharing of good practice
General requirements – All school staff are expected to:-	<ul style="list-style-type: none"> • Work towards and support the school vision and the current school objectives outlined in the School Development Plan. • Contribute to the school’s programme of extra-curricular activities. • Support and contribute to the school’s responsibility for safeguarding students. • Work within the school’s H&S and First Aid policies to ensure a safe working environment for staff, students and visitors • Work within the school’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the annual performance review process. • Adhere to policies as set out in staff handbook. • Undertake other reasonable duties related to the role as required from time to time.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Skills Required	
Organisational skills: the ability to work in an effective way to meet targets and deadlines	Essential
Teamwork: the ability to work collaboratively with others	Essential
Communication skills: the ability to make points clearly and understand the views of others	Essential
Decision making skills: the ability to solve problems and make decisions	Desirable
Self-management skills: the ability to plan time effectively and organise oneself well	Desirable
Interpersonal skills: the ability to be an enabling and effective team leader	Desirable
Coaching & Leadership skills: the ability to evaluate the work of others and enable their development	N/A
Analytical skills: the ability to analyse data and information to identify patterns and trends	N/A
Strategic skills: the ability to formulate strategies for improved learning	N/A
Knowledge Base	
Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	Desirable
Knowledge of SEND, e.g. ADHD, Autistic Spectrum, Speech and Language needs or similar (desirable)	Desirable
Understanding of national curricular requirements of the subject.	Desirable
Up to date with professional developments in the subject and other aspects of education	Desirable
Qualifications/Attainment	
Minimum Level 2 Diploma (or equivalent) with proficient practical skills.	Essential
Good standard of Maths & English	Essential
Experience in a school or college environment	Essential
Good honours degree	Desirable
Post graduate qualifications, Masters degree/ post graduate diplomas	N/A
Experience as a Teacher, Coach or Tutor	Desirable
Experience of organising or participating in extra-curricular activities	Desirable
Attitude/approach	
A positive attitude and approach to change and development	Essential
A a 'can-do' attitude and a willingness to get involved	Essential
Flexible and firm with the ability to know when to be either	Essential
Enjoy rising to the challenges inherent in a school environment	Essential
Ability to enthuse children and adults	Essential
Lifelong Learner	Desirable