

## Hillcrest School

### JOB DESCRIPTION

<b>Post Title:</b> Specialist SEN Teaching Assistant (Level 2)		<b>Director/Service/Sector:</b> Children's Services		<b>Office Use</b>  JE ref: SG17 HRMS ref:
<b>Band: 3</b>		<b>Workplace:</b>		
<b>Responsible to:</b> Senior Leaders		<b>Date:</b>	<b>Manager Level:</b>	
<b>Job Purpose:</b> To work proactively alongside teaching teams to provide tailored support for learners with complex needs, removing barriers to learning and successfully using resources to maximise progress and curricular inclusion.				
<b>Resources</b>		Staff	Not Applicable	
		Finance	Not Applicable	
		Physical	Shared responsibility for Classroom equipment and materials.	
		Clients	Relevant School pupils.	
<b><u>Duties and key result areas:</u></b>				
<b>Support for Pupils</b>				
<ol style="list-style-type: none"><li>1. Work within staff teams to meet the varying needs of learners in line with their EHCP.</li><li>2. Supervise and provide targeted support to children in accessing their learning pathways.</li><li>3. Establish strong professional relationships with pupils and responding to the needs of each individual child.</li><li>4. To actively promote inclusive practice within the school community.</li><li>5. Model positive interactions, play and friendship between children.</li><li>6. Ensure children are able to engage in, and participate in learning activities planned by the class teacher.</li><li>7. To have high expectations that build resilience, self-esteem and independence.</li><li>8. To provide pastoral support to learners in terms of challenges they face.</li><li>9. Model highest levels of nurturing practice and celebrate all successes.</li></ol>				
<b>Support for the Teacher</b>				
<ol style="list-style-type: none"><li>1. Ensure learning environments are well prepared, organised and accessible in line with the class teams requirements.</li><li>2. Assist in the planning and delivery of targeted and individual learning activities</li><li>3. Complement teams in updating learners risk assessments, behavioural reports and academic progress</li><li>4. Upholding the schools' behaviour policy and support learners in following this.</li></ol>				

5. Establish constructive relationships and liaise with parents/carers and other professionals in helping learners' needs being met.
6. Provide marking and feedback in line with the schools' policy.
7. Provide the classroom teacher with clerical and admin support, particularly:
  - Photocopying
  - Updating behavioural logs
  - Positive phone calls home

### **Support for the Curriculum**

1. Have an understanding of the national curriculum to provide support and challenge to learners
2. Use visual resources to help pupils to regulate and access the curriculum.
3. Use additional resources and interventions to support learners needs.

### **Support for the School**

1. Comply with all school policies relating to:
  - Health and Safety
  - Equal Opportunities
  - Child Protection
  - Confidentiality and data protection.
2. Work in such a way as to promote the ethos, key drivers and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Assist with the engagement of pupils outside the classroom e.g. break times, lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.
5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

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

### **Work Arrangements**

Transport requirements:  
Working patterns:  
Working conditions:

**Hillcrest School**  
**PERSON SPECIFICATION**

<b>Post Title:</b> Teaching Assistant (Level 2)	<b>Director/Service/Sector:</b> Children's Services	<b>Ref:</b> SG17
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<p>Good numeracy and literacy skills;</p> <p>NVQ 2 for teaching Assistants or equivalent qualifications</p> <p>Understanding of National Curriculum (KS1- KS3)</p> <p>Understand how to safeguard learners</p>	<p>Completed Thrive training.</p> <p>ELKLAN (Level 2+)</p> <p>MIDAS</p> <p>Specialist CPD for learners with SEND</p>	(a), (i)
<b>Experience</b>		
<p>Working with or caring for children of the relevant age</p> <p>Experience of working with Autism, Attachment or ADHD conditions</p>	<p>Working with learners with a range of complex needs</p>	(a), (i)
<b>Skills and competencies</b>		
<p>Good ICT skills and ability to use other types of learning technology:</p> <ul style="list-style-type: none"> <li>• Photocopying</li> <li>• Smartboards</li> <li>• iPads</li> </ul> <p>Can work as a member of a team, understanding their role in the classroom and associated responsibilities.</p> <p>Be proactive, solution focussed and resilient in meeting the needs of learners</p> <p>Appropriate first aid knowledge</p>	<p>CLAIT/ECDL Level 1</p> <p>Accredited physical intervention training</p>	(a), (i), (r)
<b>Other</b>		
<p>Willingness to participate in training and personal development</p>		(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits