



Job Description

Job Title:	SEN Teaching Assistant
Location:	Broadlands Academy
Hours of work:	32.5hrs per week (Term Time Only + 5 CPD Days)
Reports to:	Classroom Teacher/SEND CO

Purpose of the Role:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with a named student, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep a named student on task and respond to questions and generally assist a named student to undertake set activities.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

Support for Named Student

1. Attend to the named student's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, as appropriate.
2. Supervise and support the named student ensuring their safety and access to learning.
3. Use specialist (curricular/learning) skills/training/experience to support the named student.
4. Assist with the development and implementation of the named student's Individual Education/Behaviour Plans and personal care programmes.
5. Establish constructive working relationships with the named student, acting as a role model and setting high expectations.
6. Promote the inclusion and acceptance of all students.
7. Support the named student consistently whilst recognising and responding to their individual needs.
8. Encourage the named student to interact, engage and work co-operatively with others in all activities.
9. Set challenging and demanding expectations and promote self-esteem and independence.
10. Employ strategies to recognise and reward achievement of self-reliance.
11. Provide feedback to the named student in relation to progress and achievement.



Support for Teachers

12. Work with the teacher to establish an appropriate learning environment.
13. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
14. Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
15. Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
16. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
17. Undertake marking of students' work and accurately record achievement/progress.
18. Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
19. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
20. Administer and assess routine tests and invigilate exams/tests.
21. Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.
22. Take part in the MITA (Maximising Impact of Teaching Assistants) Programme run by the AET.

Support for the Curriculum

23. Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.
24. Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills and feeding back to the teacher, as appropriate.
25. Support the use of ICT in learning activities and develop students' competence and independence in its use.
26. Help students to access learning activities through specialist support.
27. Determine the need for, prepare and maintain general and specialist equipment and resources.



Support for the Academy

28. 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.
29. Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
30. Contribute to the overall ethos/work/aims of the school.
31. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
32. Attend and participate in regular meetings, as required.
33. Participate in training and other learning activities and performance development, as required.
34. Recognise own strengths and areas of expertise and use these to advise and support others.
35. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
36. Undertake planned supervision of students out of normal lesson times, including lunchtimes, as appropriate.
37. Supervise students on visits, trips and out of school activities, as appropriate.
38. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
39. To undertake other relevant duties allocated at the discretion of the classroom teacher, Principal or other designated supervisor.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted



Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

Job Title: Teaching Assistant (Named Student)

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> A relevant recognised Level 3 qualification. Excellent literacy and numeracy skills – equivalent to Level 2 in English and Maths. 	<ul style="list-style-type: none"> Evidence of Further Education. Level 3 qualification in learning support or similar. Training in the relevant learning strategies e.g. Literacy Specialist skills, Dyslexia skills
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Experience of working with young people. Good understanding of principles of child development and learning processes and in particular, barriers to learning. Understanding of statutory frameworks relating to teaching 	<ul style="list-style-type: none"> Experience as a Teaching Assistant. Experience of school systems including Progresso. Working knowledge of national/ foundation stage curriculum and other relevant learning programmes/ strategies/codes of practice
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
	Forward and strategic planning	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
	Budget (size and responsibilities)	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
	Abilities	<ul style="list-style-type: none"> The ability to plan and implement effective actions for students at risk of underachieving (under the guidance of teaching/senior staff and within an agreed system of supervision). Ability to work constructively as part of a team, understanding classroom roles and 	<ul style="list-style-type: none"> Ability to effectively use ICT to support learning and use of other equipment technology i.e. computer, video, photocopier. Ability to self-evaluate learning needs and actively seek



		<p>responsibilities and your own position within these.</p> <ul style="list-style-type: none"> • Ability to relate well to both children and adults. • Ability to work under pressure. 	learning opportunities.
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Flexible and adaptable. • Good sense of humour. 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying students work, assist students during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs. • During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example 	



		adverse weather conditions, may be higher than normal	
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