



The Forest CE Federation

Job Description

Level 2 Special Educational Needs Teaching Assistant

Grade: D

Responsible to: Class Teacher/School Lead/Executive Headteacher

Purpose of the job:

To support the class teacher in delivering programmes of teaching and learning activities for children identified as required 1:1 support. The primary focus is to undertake educational activities with individuals, within a framework agreed with and under the overall direction and supervision of a qualified teacher.

Key duties and responsibilities:

- Plan, prepare and deliver assigned programmes of teaching and learning to specified pupil/pupils, modifying, and adapting activities as necessary under the overall direction and supervision of a teacher.
- Assess, record and report on development, progress, and attainment.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Act as a role model and establish productive and constructive working relationships with pupils, setting high expectations, motivating, and interacting with them, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to learn.
- Contribute to the overall ethos and aims of the school and Federation.
- Assist with the implementation of Individual Education Plans and Personal Care Programme is required.
- Assist in the supervision of pupils both on and off school site.
- Contribute to meetings with outside agencies and parents if required.

- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer and recording on the school's software in line with school policy and procedure.
- Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions whilst supporting the teacher in managing this. Deal promptly with incidents (including those involving restraint) and report challenging behaviour in line with school policy.
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.



Person Specification

Level 2 Special Educational Needs Teaching Assistant

	Essential	Desirable
Qualifications	High standard of general education including good proven numeracy and literacy skills.	Evidence of further training/development. Other relevant qualifications relating to the post e.g. first aid qualification/NVQ in Health/Childcare.
Experience	Experience of working in a team environment. Experience of caring for children of relevant age.	Experience of working with children with Special Educational Needs. Experience of working with children within a classroom setting.
Knowledge & Skills	Problem solving and communication skills. Be able to work calmly with the ability to adapt quickly and effectively. An ability to work confidentially, efficiently and on own initiative. Be able to work as part of a team and to be flexible in their approach to daily routine. Be able to inform, persuade, inspire, and motivate pupils and provide feedback to other professionals and parents as required. Understanding that Safeguarding Children is everyone's responsibility.	Knowledge and compliance with school policies and procedures.