



## Job Profile Lead Teaching Assistant Level 3 SEN

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### Your job

**Job purpose:** To provide support to teaching staff and pupils and to oversee access to learning and support programmes.

Under the direction of the SENCO/Senior Leadership Team to undertake work/care/support programmes to support learning for SEN pupils providing particular help for those pupils with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

To deliver small group and 1:1 teaching on a timetable basis to children with complex needs.

To be responsible for the day-to-day supervision of a team of SEN teaching assistants within a specific team.

**Reporting to:** SENCO and Senior Leadership Team.

**Responsible for:** SEN Teaching Assistant (s)

**Liaising with:** Pupils, teachers, senior staff, parents/carers, visitors to the school

**Grade:** G6

**Gauge Ref:** A23695

**Disclosure level:** Enhanced



## Job Outline:

- To effectively supervise and coordinate a team of SEN teaching assistants within a specified team.
- To produce lesson plans and resources.
- Under the direction of the Senior Leadership Team to implement learning activities for individual pupils and/or small groups.
- To support pupils with barriers to learning on a one-to-one basis, in a small group in or out of the classroom.
- To work with pupils on therapy or care programmes that are designed and supervised by a therapist/care assistant.
- To attend to pupils personal needs including toileting, hygiene, dressing, eating and giving minor medical support.
- To oversee distribution of books, equipment, worksheets as directed by the teacher.
- To communicate feedback to the Senior Leadership Team and classteachers regarding pupil's progress.
- To provide objective and accurate feedback and reports as required on pupil progress.
- To manage the behaviour of pupils whilst they are undertaking work with them according to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To assist with the supervision of pupils out of lesson times, including before and after school, lunch and play times as may be reasonably directed.
- To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- To support and make use of the schools disciplinary and reward system.

## Other specific duties:

- To carry out duties in the most effective, efficient and economic manner available
- To continue personal development in the relevant area
- To participate in the staff review and development appraisal process

## Health and Safety Training

- To undertake Health and Safety training on areas within the designated work area
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## Schools Job Profile Acceptance Form Lead Teaching Assistant Level 3 SEN G6 – A23695

### **SIGNATURES / AUTHORISATION**

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However, staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: \_\_\_\_\_ Date \_\_\_\_\_

Signed Headteacher: \_\_\_\_\_ Date \_\_\_\_\_

Signed Jobholder: \_\_\_\_\_ Date \_\_\_\_\_

Print name Jobholder: \_\_\_\_\_ NI no \_\_\_\_\_

School name: \_\_\_\_\_

DFES: \_\_\_\_\_



## Person Specification / Selection Criteria Lead Teaching Assistant Level 3 SEN

### A. Experience

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b> A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous experience of working with children of a relevant age	E		A, I
Experience of working with children with special educational needs		D	A, I
Previous supervisory experience	E		A, I

### B. Training and Qualifications

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
NVQ level 2 or equivalent qualification or comparable level of experience	E		A, I
ILM / NEBS		D	A
Good standard of numeracy & literacy skills	E		A, I
Willingness to undertake further relevant training	E		I
Willingness to undertake basic first aid		D	A, I



## C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Knowledge of how to use relevant equipment/resources including ICT packages	E		A, I
Knowledge and understanding of providing support to children with special educational needs		D	A, I
Understanding of the national/foundation stage curriculum and other basic learning programmes		D	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation		D	A, I
Knowledge of Health and Safety		D	A, I
Understanding of the principles of child development and learning processes	E		A, I
Knowledge of the policies/codes of practice and awareness of relevant legislation	E		A, I



## D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Ability to use different approaches to deal with whole classroom and individual behaviour		D	A, I
Ability to converse with and relate well to pupils with communication difficulties	E		A, I
Ability to supervise, organise and motivate staff	E		A, I
Ability to communicate with and relate well to parents/carers and other adults	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to recognise own learning needs and seek further opportunities	E		A, I
Ability to deal with minor injuries		D	A, I

## E. Legal Issues

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I