

# Job Profile

## Teaching Assistant Level 3

### SEN

<b>Job purpose:</b>	<p>To provide support to teaching staff and students and to oversee access to learning and support programmes and to assist the teacher in the management of pupils and classroom.</p> <p>Under the direction of teaching/senior staff to undertake work/care/support programmes to support learning for SEN pupils providing particular help for those students with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.</p> <p>To supervise whole classes when required in the short term absence of a teacher and/or to provide support to teaching staff and students.</p>		
<b>Reporting to:</b>	Teachers/senior staff – teaching and non teaching		
<b>Responsible for - Staff</b>	None		
<b>Liaising with:</b>	Pupils, teachers, senior staff, parents/carers, visitors to the school		
<b>Grade of post:</b>	G5	<b>Gauge ref:</b>	A23294
<b>Disclosure level:</b>	Enhanced		

<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Under the direction of the teacher to implement learning activities for individual students and/or small groups.</li> <li>• To support students with barriers to learning on a one to one basis, in a small group in or out of the classroom.</li> <li>• To work with students on therapy or care programmes that are designed and supervised by a therapist/care assistant.</li> <li>• To attend to pupils personal needs including toileting, hygiene, dressing, eating and giving minor medical support.</li> <li>• To oversee distribution of books, equipment, worksheets as directed by the teacher.</li> <li>• To communicate feedback to the teacher from the covered lesson to the teacher using forms as required.</li> <li>• To manage the behaviour of students whilst they are undertaking work with them according to individual needs.</li> <li>• To promote the inclusion and acceptance of all pupils.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
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- To support and make use of the schools disciplinary and reward system.
- To undertake exam/test invigilation as required.
- To support the administration/office function when not required for cover duty.

**Other Specific Duties**

To carry out the 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.

**Schools Job Profile Acceptance Form**  
**Teaching Assistant Level 3**  
**SEN**  
**G5 – A23294**



**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 \_\_\_\_\_

Please sign and return to your manager.



# Person Specification / Selection Criteria Teaching Assistant Level 3 SEN

## A. Experience

	Essential	Desirable	Source 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

## B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 2 or equivalent qualification or comparable level of experience	E		A, I
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.

	Essential	Desirable	Source
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

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
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 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