

# **JOB DESCRIPTION and PERSON SPECIFICATION: SEN Teaching Assistant**

**Name of School:** Chelsea Open Air Nursery School

**Head Teacher:** Talia Robinson

**Grade:**

## **Main Purpose of Job**

1. To work one to one with a child with Special Educational Needs, supporting their learning and development in line with the EYFS and their individual education plan.
2. To work under the guidance of the class teacher, keyworker and SENCo to support the child's teaching and learning
3. To provide general support to the class teacher in the management and organisation of the pupils and the classroom
4. To assist the class teacher in creating and maintaining a purposeful, orderly and supportive learning environment
5. To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
6. To be responsible for promoting and safeguarding the welfare of children and young people within the school

## **Main Responsibilities**

### **Support for the Pupils**

- To work with a child with SEN and to take responsibility for their learning
- To support a child with disabilities or special educational needs
- To support the care and hygiene requirements for a child with SEN
- To provide support for the children to broaden and enrich their learning
- To work with the SENCO and other teachers to develop and implement IEPs
- To understand the individual needs of children and be responsible for supporting re social interactions health and hygiene
- To promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work co-operatively with others and engage in all activities
- To provide feedback to pupils in relation to progress and achievement.
- To establish and develop productive working relationships with pupils acting as a role model
- To work with pupils, understanding how to motivate and encourage them to develop and achieve
- To support children in ensuring that they understand tasks and learning objectives

### **Support for the Teachers**

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- Within an agreed system of supervision, to work with the teacher to develop activities, work plans and the classroom environment
- To assess, feedback and record the achievements and progress of pupils through agreed monitoring systems
- To establish and maintain constructive relationships with parents/carers by:
  - supporting their role in their child's learning
  - providing constructive feedback on their child's progress and achievements
  - facilitating their support for their child's attendance
  - support home to school/community links
- To be proactive in managing behaviour and promote self-control, independence and integration
- To support pupil transitions and attend parents meetings as appropriate
- To accompany teachers and classes on educational visits
- To work with the class teacher to complete administration tasks

### **Support for the School**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos/work/aims of the school
- To attend and participate in regular meetings, and in training and other activities as required
- To assist in the general care of the school environment
- To engage in the appraisal system for support staff

### **Support for the Curriculum**

- In line with planning, deliver learning and teaching activities and adjust these when necessary
- To be responsible for management of stock levels and for maintenance / quality /safety of specialist equipment
- To use and prepare specialist equipment, plans and resources necessary to support learning activities, taking into account pupil's interests, language and cultural backgrounds
- To assist with the development of the Early Years Foundation Stage
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

## **Person Specification**

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You will work as joint educator with the keyworker guiding the child to access the broad and balanced curriculum both indoors and out. You will need energy, enthusiasm, professional skills and dedication.

The nursery has a rich, multi-cultural mix and is committed to providing high quality education in partnership with parents, business and community links.

### **Qualifications:**

Level 2 Child Care Qualification or above. E.g. NNEB/ BTEC/NVQ/CACHE is desirable but not essential

### **Experience:**

#### **Essential:**

ICT Literate

Sensitive, caring nature but must have the ability to be firm and fair

Team player

#### **Desirable:**

Early years experience

Good understanding of the EYFS

Experience of communication development, Makaton visual timetables

Experience of working one to one with a child with complex learning needs in the 3-5 age group

### **Working Hours:**

Monday to Friday

32.5 hours

8.30 – 4.00pm with one hour lunch break

Term time only

This post is fixed term contract to 31<sup>st</sup> August 2023