

## GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

<b>Job Title:</b> Teaching Assistant (SEN) Level 2	<b>Post No:</b> GEN11	<b>Grade:</b> HC5
<p><b>Organisational information:</b></p> <p><b>Responsible to:</b> Headteacher</p> <p><b>Professionally responsible to:</b> <i>(where appropriate)</i></p> <p><b>Dimensions:</b> <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i></p> <p><b>Responsible for:</b> No staff responsibilities</p> <p><b>Key relationships/Functional links with:</b> <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p><i>Internal:</i></p> <p><i>External:</i></p>		
<p><b>Main Purpose of Job:</b></p> <p>To support, under the direction of the head and other designated teachers and professionals, the education and welfare of a pupil with special educational needs.</p>		
<p><b>Main Responsibilities / Accountabilities</b> <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i></p> <ul style="list-style-type: none"> <li>• To support the educational, medical, personal, social and behavioural needs of a pupil with special educational needs.</li> <li>• To promote the pupil's self-esteem and independence.</li> </ul> <p>To support the principles and ethos of the school.</p> <p><b>DATA QUALITY</b> <b>Council staff</b> To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.</p>		

**Job Activities:**

*The postholder will carry out the majority of the activities of a Teaching Assistant (SEN) level One and, in addition, one of the following according to the pupil's needs:-*

- Undertake training and take responsibility for training other members of staff in manual handling techniques.
- Undertake sign language training and to use the skills to provide support for a severely or profoundly deaf child to enable them to access the curriculum.
- Undertake Braille or Moon training and to use the skills to provide support for a blind child to enable them to access the curriculum.
- Undertake intervener training and use the skills to provide support for a deaf/blind child to enable them to access the curriculum.
- Undertake training and use the skills to provide support for a child using a high tech AAC device.
- To be trained in and to use other specialisms (equivalent to those above), which are relevant to the pupil's needs.

**Other information:**

- Disclosure type: enhanced.

**General information:**

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

May 2012

## GENERIC PERSON SPECIFICATION - SCHOOLS

### Job information as shown on organisation chart

<b>Job Title:</b> Teaching Assistant (SEN) Level Two		<b>Post No:</b> GEN11	<b>Grade:</b> HC5
All candidates will be considered on their ability to meet the requirements of the person specification	<b>Essential criteria</b>		<b>Method of Assessment*</b>
<b>Experience</b>	<p>Some experience of working with children, either in a paid or voluntary capacity, within a school.</p> <p>Experience of working as a Level 1 Teaching Assistant (SEN) (or equivalent).</p> <p>Experience of assisting with the assessment, recording and reporting of pupils' progress.</p>	AF, I	
<b>Skills and Abilities</b> <i>Including personal attributes</i>	<p>Good team worker.</p> <p>The ability and willingness to work flexibly within the school.</p> <p>A calm but authoritative manner with pupils. IT Literate.</p> <p>The ability to facilitate the pupil's independent learning.</p> <p>The ability to relate well to pupils, parents and staff.</p> <p>The ability to follow and apply the teacher's instructions and clearly explain these to pupils.</p> <p>The ability to develop high quality learning resources, under the direction of the teacher.</p> <p>The ability to accurately record and report on pupils' progress.</p> <p>The ability to implement programmes in specialist areas of the curriculum e.g. Braille, sign communication, mobility, AAC.</p>	AF, I	

<p><b>Qualifications and Training</b> <i>including professional qualifications</i></p>	<p>Certificate in Learning Support (or an equivalent qualification).</p> <p><b>Have received recognised training in at least one of the following (according to the needs of the post): Braille or Moon</b></p> <ul style="list-style-type: none"> <li>• Sign Language</li> <li>• Manual Handling</li> <li>• Intervention</li> <li>• AAC systems</li> </ul> <p>Willingness to undertake further training, as appropriate.</p>	<p>AF, I</p>
<p><b>Other Factors</b> <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i></p>	<p>Commitment to working with young people.</p> <p>Willingness to work in support of the inclusive ethos of the school.</p> <p>Willingness and ability to attend Education Days (as appropriate) for which you will receive pay.</p> <p>Police clearance.</p>	<p>I</p> <p>DBS Police Check</p>
<p>Line Manager Signature:</p> <p>Date:</p>		

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2013