



## OFFLEY ENDOWED PRIMARY SCHOOL & NURSERY

SCHOOL LANE, OFFLEY, HITCHIN, HERTS, SG5 3AT

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Headteacher: Mr P Edwards

### JOB DESCRIPTION

**POST: 1:1 Teaching Assistant (SEN)**

**Grade: H3(5)- H3(6)**

**Salary: £23,500 - £23,893 pro rata (term time only)**

Offley Endowed Primary School and Nursery is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

#### Job details

**Salary: £23,500 - £23,893 pro rata (term time only)**

**Hours:** Up to 20 hours per week

**Contract type:** [part-time], [fixed-term]

**Reporting to:** [SENDCo and class teacher]

#### Main purpose

To provide learning and care support for a pupil with special educational needs (SEN). This will involve working with the teacher and SENDCo to plan and deliver activities and supporting an autistic child with routines, transitions and behaviour management.

#### Duties and responsibilities

##### Supporting pupils

- Build a positive relationship with the pupil, promoting high self-esteem and independence
- Support the pupil with their social, emotional and mental health needs, escalating concerns where appropriate
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education and support plans

## **Teaching and learning**

- Contribute to the planning of differentiated learning activities for an individual pupil with an Education and Health care plan, delivering activities inside or outside the classroom
- Use ICT skills to advance their learning
- Through observations, provide regular feedback to teachers on the pupil's progress, attainment and barriers to learning
- Monitor, record and report on progress and attainment
- Contribute to the overall ethos, aims and work of the school

## **Working with staff, parents/carers and relevant professionals**

- Share knowledge and understanding of pupil to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with parents under the direction of teachers
- Contribute to meetings with parents by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## **Other areas of responsibility**

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in a school environment or other educational setting</li> <li>• Experience working with children / young people with special educational needs (SEN)</li> <li>• Experience planning and delivering learning activities</li> <li>• Specific experience of working with an autistic child would be advantageous</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➢ Good literacy and numeracy skills</li> <li>➢ Good organisational skills</li> <li>➢ Ability to build effective working relationships with pupils and adults</li> <li>➢ Skills and expertise in understanding the needs of all pupils</li> <li>➢ Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>➢ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>➢ Excellent verbal communication skills</li> <li>➢ Ability to work as part of a team and to be flexible in their approach to daily routines</li> <li>➢ Active listening skills</li> <li>➢ The ability to remain calm in stressful situations</li> <li>➢ Knowledge of guidance and requirements around safeguarding children</li> <li>➢ Good ICT skills, particularly using ICT to support learning</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➢ Enjoyment of working with children</li> <li>➢ Sensitivity and understanding, to help build good relationships with pupils</li> <li>➢ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>➢ Commitment to maintaining confidentiality at all times</li> <li>➢ Commitment to safeguarding pupil's wellbeing and equality</li> <li>➢ Resilient, positive, forward looking and enthusiastic about making a difference</li> <li>➢ Capacity to inspire, motivate and challenge children and young people</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_