



# Haywood Grove School

Proud to be Special - Proud to be Different

**TITLE OF JOB** : **TEACHING ASSISTANT (SEN)**  
**LOCATION** : **HAYWOOD GROVE SCHOOL**  
**GRADE** : **H3-5 (in the first instance, according to experience)**

## **JOB OUTLINE**

### **REASON JOB EXISTS**

The school has expanded in size and the funded number of places is now 56. As a result the school has a larger workforce and there is now the drive and capacity to offer a greater level of specialism and a range of different career paths for support staff. The role of the job holder will be to work with teachers and other colleagues as part of a professional team to support the teaching and learning of children with social, emotional and mental health difficulties at Haywood Grove School. This may be on an individual or group basis. These children need particular help to overcome their barriers to learning which may include: anxiety and self-regulation issues, specific learning difficulties, social communication difficulties, sensory issues, attachment issues.

All staff working at H5 and above will have an allocated responsibility afforded to them that is associated with their areas of interest and specialism.

### **DUTIES**

- To contribute to the planning, preparation and delivery of learning activities for individuals and groups of pupils under the professional direction and supervision of a named teacher/other identified colleague, differentiating and adapting learning programmes to suit the needs of allocated pupils.
- To assess, record and report on development, progress and attainment as agreed with the teacher/other identified colleague.
- To assess the needs of pupils and use detailed knowledge and specialist skills to support learning.
- To support the role of parents/carers in pupils' learning and contribute to meeting parents/carers to provide constructive feedback on pupil progress/achievement etc.
- To work with pupils who are following programmes designed and/or supervised by a therapist/other multi-agency professional such as a speech and language or occupational therapist.
- Attend to pupils' personal needs which may include: toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to other professionals as appropriate.
  
- To monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher/other identified colleague.
- To select and adapt appropriate resources/methods to facilitate agreed learning activities
- To support pupils in social and emotional well-being, reporting problems to the teacher/other

identified colleague as appropriate

- To provide specialist support to all pupils in a particular learning area and assist in the development of an area of the school curriculum.

H5 Teaching Assistants will also undertake the following:

- Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
- Provide occasional cover supervision of classes
- Be responsible for the preparation, maintenance and control of materials and resources in their assigned area (where appropriate)
- Invigilate SATs tests (as appropriate)
- Support and supervise pupils on educational visits.
- Prepare and present displays
- Work with pupils not working to the normal timetable
- Contribute to the development of policies and procedures
- Liaison with multi-agency professionals with support from a teacher or senior leader.
  
- Provide written and/or verbal communication to parent/carers as appropriate..
- Use the school's agreed systems to record and report on pupils' academic, learning, social and emotional behaviours.
- Support and supervise pupils at break and lunch times.
- Follow all agreed strategies and systems of work, according to the individual needs of pupils.
- Work within the ethos of the school.
- Training appropriate to the role.
- Deliver three after school club each week.
- Support the smooth running of break, lunch times and Friday activities.
- Support the delivery of self-regulation programs.
- Provide Outreach support under the direction of the Head of Strategic Development, Policy and Provision.

<b>Knowledge</b>	<b>Competencies</b>
Knowledge of an agreed area of the curriculum Knowledge of self-regulation strategies Knowledge of <b>ICT learning programmes</b> and systems such as: Widget, Twinkl, MyMaths, BugClub etc Knowledge of <b>learning programmes</b> such as Lego Therapy, Socially Speaking Best practise in safeguarding and child protection Awareness of Data protection and confidentiality Understanding of the School's ethos and values	Able to work within the school ethos at all times Communication (written and verbal) Problem Solving Team working Active Listening Motivation Resilience Sensitivity Be able to work effectively with any pupil. Demonstrate exemplary professionalism and advocate for the school and its pupils and families at all times.

## **WORKING CONDITIONS**

The Teaching Assistant will be expected to work at Haywood Grove School and undertake tasks associated directly with the role. On occasion it may be necessary for the post holder to work in mainstream schools to support the school's Outreach Programme.

## **EQUALITIES**

To be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

## **HEALTH AND SAFETY**

To be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality; and report all concerns to an appropriate person.

## **DISCLOSURE AND BARRING SERVICE**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the performance management process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## **ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practice.

## **SUPERVISION**

The jobholder is managed by a member of the teaching team. The frequency of meetings is determined by the school's performance management policies and practice.

## **CONTACTS**

The jobholder works directly with members of the school workforce and those external agencies associated with the post.