



St Nicholas C of E (VA) Primary School and Nursery

Six Hills Way, Stevenage, SG2 0PZ

Tel: 01438 352706, Email: admin@stnicholas120.herts.sch.uk

Website: www.stnicholas120.herts.sch.uk

Headteacher: Mrs Lorraine Collins BA (hons), MA



Title of Job: Special Educational Needs Teaching Assistant Grade H3

Main Purpose

To work as part of a team under the overall direction of the Headteacher and to provide support to the teachers, in the management of pupil's learning.

Key Responsibilities

The jobholder need not fulfil all of the duties listed below but should have the ability to fulfil all or most of the duties.

- Work with individual pupils with special educational needs.
- Assist with the planning and delivery of learning activities for individuals and small groups of children.
- Provide learning support and aid access to individuals and groups, on teacher prepared activities, to enable them to access the curriculum, whilst monitoring progress and dealing with challenges as they arise in class, outside and in our school nurture room.
- To make or modify resources as suggested and advised by the class teacher, SENCo or outside agencies.
- To develop knowledge of the particular needs of the pupils and seek advice from the SENCo, class teacher and outside agencies as required.
- Contribute to the implementation of and follow an agreed behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.
- To provide positive reinforcements, a calm approach, praise and rewards to the pupils
- Attend to pupil's personal needs, including social, health, hygiene, first-aid and welfare matters, liaising with parents and carers, under the direction of the teacher and in accordance with the school's policies and procedures.
- Preparing classrooms and learning spaces and tidying afterwards, to ensure a safe and stimulating learning environment.
- Provide admin support for the teacher, such as photocopying, filing and record keeping.
- Support with children's tests.
- Accompany teachers and pupils on out-of-school activities and take responsibility for an individual or group as directed by the teacher.
- Supervise and provide individual support for pupils with identified special educational needs.
- Ensure the safeguarding of all pupils by having an awareness of signs of abuse and / or neglect and reporting these in accordance with the relevant procedures and protocols.
- To main confidentiality and sensitivity to the pupils' needs.
- Keep up to date with professional practice, maintaining an understanding of the requirements of the role and individual responsibilities.
- Lunch time duty.

Job Context

- The job is one of a set of teaching assistant jobs whose evaluated pay grade is determined by the level of responsibilities.
- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Work will follow the learning patterns appropriate to the school day and year group under the direction, guidance and direct supervision of the classroom teacher.

Learning, Loving, Living in God's Family

"But I am like an olive tree flourishing in the house of God; I trust in God's unfailing love forever and ever." Psalm 52:8



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- Responsible for the supervision of practical learning activities of individuals or small groups of pupils under the direction of the teacher or other professional. Under guidance from the teacher provides feedback to pupils on attainment and progress.

Equalities

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

Health and Safety

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

Safeguarding checks

- 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 the Hertfordshire County Council's pre-employment checks.

Problems, Demands & Decisions

- Follows detailed instructions and/or is closely supervised with little scope for discretion; problems are generally referred.
- Working with individuals or groups of pupils requiring mental and sensory concentration; work is regularly interrupted as part of the normal working pattern.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management.

Supervision

- The jobholder works as part of a team under the management of the Head teacher and the Class teacher.
- There is no supervision of other staff.

Contacts

- The jobholder works with teachers and pupils and has occasional contact with other professionals and parents and carers.

Knowledge, Experience and Training

- Experience of working with or caring for children of the relevant age.
- Maths & English GCSE grade C or above (or equivalent)
- NVQ Level 2 or above in Child Care Learning and Development (preferred)
- Basic knowledge of first-aid (regular training will be provided)

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- Ability to use modern technology, including photocopier, camera, video camera and personal computer, to support learning.
- Ability to work in a team.

Physical Effort

To what extent does the job involve physical effort/strain over and above what would normally be incurred in a day-to-day office environment?

- The job may involve lifting children after falls or accidents.
- Combination of standing, sitting or walking.
- Requirement for standing for long periods and/or working in awkward positions e.g., sitting on low chairs.

Working Environment

To what extent is the job exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day-to-day office environment?

- Some exposure to unpleasant conditions, including noise; outdoor working; verbal abuse.
- Some occasional support required to support pupils with toileting issues where nappies are being used.
- The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

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.
- 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.

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