Job Description
PART TIME SPECIAL EDUCATIONAL NEEDS TEACHING ASSISTANT
Hay Grade 4

Job summary

Working alongside a team of Early Years professionals to support individual children with a variety of special educational needs, to enhance their access to a broad and stimulating curriculum and to maximise their learning potential.

To be able to understand and share in implementing policies and practices to overcome disadvantages of race, gender or disability.

Principal Accountabilities

1. To be a member of a team contributing to planning for and preparation, delivery and evaluation of learning experiences that will support the all round development of, or the development of specific skills for, children with Special Educational Needs and Additional Needs.

2. To contribute to a safe and healthy learning environment.

3. To contribute to the Record of Achievement.

Job Content

1. To work in the nursery school with individual children or small groups on specific tasks agreed with the SENCO and the Class Team, to support the learning experiences of children with Special Educational Needs and to support their successful integration into the class group.

2. To support the teaching in the classrooms, taking small groups for specific tasks agreed by the class team in order to release qualified staff to work with individual children with Special Educational Needs.

3. To support individual children in making relationships with both peers and adults.

4. At the Head Teacher’s/SENCO’s direction to take part in meetings concerning the child’s development, including planning meetings, review meetings and meetings with other outside agencies also involved.

5. To keep the classroom staff and the SENCO informed of any significant developments the child makes both orally and through routine observations.
6. To contribute to Individual Education plans, working with a multi-
disciplinary team of professionals as appropriate.

7. To undertake lunch time supervision, focussing with children on social
communication skills, healthy eating, behaviour and active play

8. To be aware of and to implement the Authority’s Equal Opportunities
policy.

9. To adhere to the school’s policy of confidentiality at all times.

10. To attend relevant courses.

11. To be involved in primary transfer arrangements to ensure a successful
transition to the next phase.

12. To be aware of and to implement the school’s Health & Safety Policy.

13. To render first aid as appropriate. (Staff may be required to carry out
basic medical procedures for which training would-be given).

14. To support the child’s physical needs as required, including toileting.

15. To be aware of classroom organisation and its implications for children
with specific difficulties (e.g. impaired mobility, hearing impairment).

16. To maintain written observations of the child’s development, including
samples of work and photographs; and to contribute to the child
“Record of Achievement” through discussion with classroom staff.

17. To undertake any minor administrative or support tasks at the
discretion of the line manager.

May occasionally be required to assist in showing inexperienced LSA’s what
the procedures are.

Safeguarding

1. To follow the Centres policies and procedures for Safeguarding
Children, Child Protection and Health and Safety.

2. To be vigilant in identifying when a child might be at risk, following
appropriate guidelines and reporting to the designated person.

3. To display a commitment to the protection and safeguarding of
children and young people.

4. To maintain confidentiality about all issues related to children and their
families; your own and other staff members issues and any other
management or operational issues.

5. To keep up-to-date with relevant legislation and guidance in relation
to working with and the protection of children and young people.

6. To behave in an actively anti-discriminatory way.

**Health and Safety**

1. To be aware of all the emergency procedures, including fire, first aid, full evacuation and missing child.

2. To maintain and follow all health and safety procedures at all times.

3. To ensure that the environment is clean, safe and hygiene standards are maintained at all times.

4. Help with first aid provision, recording accidents, comforting sick or injured pupils. In emergencies – liaising with the designated first aider, senior staff and medical professionals, accompanying children to hospital or doctors as necessary.

5. Assisting pupils to acquire and develop self-help skills, including toileting and personal hygiene, cleaning and changing children as required.

6. May be required to carry out some medical procedures for which training would be given.

7. To administer medicines in line with the Centre’s policies and procedures.

8. To support children at meal times and snack times making it a pleasant time for social sharing and ensuring all dietary needs are met.

**Mentoring/Advising**

1. Assist the person responsible for students and volunteers by acting as a mentor and advisor by, supporting and guiding Nursery Nurses/Early Years Educators/students/work experience pupils/teaching practise students.

2. Induct, train and mentor less experienced staff.

**Professional Conduct**

1. To adhere to the Code of Conduct at all times.

2. To be aware of the high profile of Nell Gwynn Nursery School and uphold its standards at all times.

3. To work effectively as a member of a team establishing and maintaining good working relationships and ensure that care is taken when communicating with others to avoid any unnecessary conflict.

4. To encourage an atmosphere of co-operation and respect.
5. To ensure that a polite, courteous and helpful attitude is demonstrated at all times to the children, their parents, staff members and other agencies.

6. To ensure that punctuality is maintained throughout the day.

7. To manage own workload and plan time effectively.

**Professional Development**

1. To take responsibility for own professional development and be proactive in keeping up-to-date with curriculum development and changes in legislation.

2. To attend and contribute to staff meetings, professional development training and any other events as requested.
Personal Specification – SEN Teaching Assistant

Purpose of the Job

To be part of a team under the ultimate direction of the Head Teacher, to provide education for young children aged 2-5 in a nursery school and day care setting.

The following details are the essential and desirable criteria that will be used to select the candidate(s) for this post. It is necessary to show evidence of essential criteria in your application.

Qualifications:

1. NVQ Level 2

Experience

Essential

1. Working with children aged 2-5 in an education setting

Desirable

2. Substantial experience of working with children with a variety of complex Special Education Needs, including Autistic Spectrum Disorder

Knowledge

Essential

1. Knowledge and thorough understanding of different social, cultural, intellectual, physical and emotional needs of children.

2. Knowledge of the Early Years Foundation Stage Curriculum.

3. Knowledge of basic Health and Safety and Child Protection procedures

4. Knowledge of the issues facing people living in a multi racial, inner city area.

Desirable

1. Knowledge of Special Educational Needs.

2. Working with alternative communication systems, e.g. PECS, Makaton.

3. Use of appropriate technology e.g. switches.

Skills and Aptitudes
Essential

1. Good literacy skills

2. To be able to demonstrate effective oral communication skills

3. The ability to take appropriate action in situations where a child is at risk or in danger.

4. To work effectively as part of a multi disciplinary team of professionals. To plan and deliver a curriculum appropriate to the needs, individuals and the group.

5. To be able to understand and share in implementing policies and practices to overcome disadvantage of race, gender, disability and sexual orientation.

Special Conditions

- Because of the nature of the post, candidates are not entitled to withhold information regarding conviction by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended pursuant to section 4(4) of the Rehabilitation Offenders Act 1974. Candidates are required to give details of any such convictions on their application form and are expected to disclose such information at the appointment of the interview.

- This post is one which the post holder will have contact with children. Successful candidates are required to have a full medical examination prior to taking up the post, which may include an x ray examination (or submission of any x ray results taken in the last 12 months) and a TB test.

- This post allows substantial access to children so candidates are required to comply with departmental procedures in relation to police checks, which have been instituted to DHSS Circular LAC(86) 10. If candidates are successful in their application, prior to taking up the post they will be required to complete a CRB form to ascertain details regarding any convictions against them and as appropriate, the nature of those convictions.

- This job description may be amended at any time following discussion between the Head teacher and the member of staff, and will be reviewed annually as part of the appraisal process.

General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils’ policies and procedures and standing orders.
- Enactment of Health and Safety requirements and initiatives as appropriate

- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.

- Undergo and meet school conditions for a satisfactory enhanced CRB check.

- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.

- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.

- Ensuring work is line with the School's Green Commitment Policy goals.

- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

- To demonstrate a commitment to good customer care.

- Any other duties of an appropriate level and nature will also be required.