

THE ROSELAND MULTI ACADEMY TRUST
JOB DESCRIPTION

Job Title:	Special Educational Needs (SEN) Teaching Assistant
Rate of Pay:	£12.27 per hour
Employment:	Casual
Responsible to:	Chief Executive Officer, Headteacher, Leadership Team, Chair of the Trust Board, CFO, SENDCo
Direct/Indirect Supervisory Responsibility:	None
Important Functional Relationships:	Internal: Leadership Team, RST, teaching and support staff, students. External: Trustees, Multi Academy Trust partners, other schools and colleges, contractors, suppliers of goods and services, parents/carers, visitors to the school.

Main Purpose of Job

The role of Special Educational Needs (SEN) Teaching Assistant is to facilitate an increased standard of literacy, numeracy and other fundamental skills for students. You will be situated within The Roseland Academy.

Duties and Responsibilities

1. To close the gap for students targeted as not yet achieving expected progress in literacy and numeracy.
2. To liaise with the SENDCo, Maths and English Teaching Team Leaders and Wellbeing Team to support the progress of targeted students.
3. To deliver one to one or small group literacy and numeracy intervention sessions to identified students using Phonics Books, Reading Plus, Accelerated Reader and Power of Two Numeracy Coaching Resources (and others as directed by Maths Teaching Team Leader).
4. Use the designated systems to audit, monitor and evaluate literacy and numeracy provision for targeted students, adopting and adapting improvement strategies as required.
5. Support a range of students requiring intervention within Years 7-11 as necessary and as directed by the SENDCo.
6. Seek to improve levels of literacy and numeracy in order to remove barriers to learning and increase access across the curriculum.
7. Support SENDCo in tracking student progress.
8. Attend and contribute to meetings relevant to the post.
9. Undertake necessary pastoral duties and administration.
10. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust including safeguarding, health and safety, equality and diversity and data protection.
11. Maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
12. To undertake other duties appropriate to the grading of the post as required.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
<u>Relevant Experience</u>	<p>A good understanding of child development and learning processes.</p> <p>An understanding of the challenges of dealing with students who may have a special educational needs and/or disability.</p> <p>The ability to motivate and support students in their learning and personal development.</p>	<p>Relevant work experience within a school/college environment.</p> <p>Knowledge of safeguarding.</p>
<u>Education & Training</u>	Attainment of GCSEs or equivalent (educated to level 2 standard) to include Maths and English.	Attainment of level 3 qualifications or equivalent (eg: A Levels).
<u>Special Knowledge & Skills</u>	<p>Able to assist students with welfare matters and be approachable and sensitive to the needs of all students.</p> <p>Ability to work on own initiative and within a team.</p> <p>Organisation and communication.</p> <p>Reliable, excellent time keeping.</p>	
<u>Any Additional Factors</u>	<p>Team player.</p> <p>Professional, tactful and sensitive.</p> <p>Discreet and confidential.</p> <p>Enjoys working with young people.</p>	