The Rutland Learning Trust

Providing outstanding education for all pupils – today and tomorrow!
First-class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.
By Working Together Sustaining Excellence Transforming Learning

Job description: SEN Teaching Assistant

Salary: Scale Point 3 £19327.50 (FTE £25,614.27)
Hours: 32.5 hours Term Time (+1 week)
Contract type: Part-time, Fixed Term until 31st August 2026
Reporting to: SENDCo

Main purpose of the post:

- To support a child with additional needs in their learning and development, working under the guidance of a class teacher to enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.
- To maintain complete confidentiality on all school matters.
- To ensure safeguarding policy and practice is adhered to and maintained at all times.

Duties and Responsibilities:

- Support all learners to be successful by consistently applying the school's Positive Behaviour Policy.
- Adhere to the schools' Safeguarding Policy and Procedures.
- Assist with the planning and preparation of activities
- Support and guide individuals and groups.
- Assess and monitor progress.
- Keep assessment records.
- Observe and record development/learning as required.
- Provide on-going feedback to the teacher, family, SENDCo and other agencies as required
- Create an environment that nurtures and stimulates positive attitudes, independence and an innovative approach to facilitating learning and teaching
- Work within clearly defined policies and procedures; advice can be sought from your line manager.
- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behavior management.
- Undertake lunchtime/playtime supervision to support targeted pupils as and when required.
- Work under the general direction of the SENDCo and the supervision of a classroom teacher. Guidance will be received and supervision provided by the classroom teacher and SLT where and when appropriate.

- Undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.
- The postholder is required to carry out the duties in accordance with the RLT Health and Safety policies and procedures.

- **Working with others- Teaching assistants are expected to:**
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Support the class teacher to keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Work as part of a team and develop effective professional relationships with colleagues

- **Health and safety - Teaching assistants are expected to:**
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

- **Professional development - Teaching assistants are expected to:**
- 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

- **Personal and professional conduct – Teaching Assistants are expected to:**
- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Rutland Learning Trust schools, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

- **Other duties**
- All Multi-Academy personnel are periodically expected to carry out tasks and duties within their area of competence not listed herein, as directed, to meet the needs of the business.

- The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- All Rutland Learning Trust staff will be required to:
- safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- have proper and professional regard for the ethos, policies and practices of the school in which they work;
- treat pupils, parents/pupil carers, governors, community and staff members with dignity; building relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position;
- maintain the confidentiality of data and information;

Person specification

CRITERIA	ESSSENTIAL QUALITIES	DESIRABLE
Qualifications and experience	• Good basic education to GCSE or equivalent in English and Maths. • Level 2 qualification in relevant field of study.	• Level 2 Certificate in Supporting Teaching and Learning in Schools, Level 2 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) • Experience of working with children • Experience of primary education • A qualification in First Aid • A range of further training in child development and learning.
Skills and knowledge	• Good literacy and numeracy skills. • Excellent communication skills with children, parents and staff. • Active listening skills. • Good organisational skills • Ability to build effective working relationships with pupils and adults • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Knowledge of equal opportunities	• Skills in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Good ICT skills, particularly using ICT to support learning

Personal qualities	• Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • A resilient team player with a positive can do attitude. • An ability to adapt to a variety of situations.	• A willingness to contribute to the life and work of the whole school outside the constraints of the working day. • Confident in day to day contacts with parents/carers and staff. • Ability to liaise with other professionals under the supervision of the teacher.