



LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Title: SEN teaching assistant apprenticeship
Pay: London Living Wage
Reporting to: Headteacher/ Deputy Headteacher/ Assistant Headteachers

JOB SUMMARY

To be a member of a professional team led by a team leader/class teacher/senior leadership team to provide quality care and education which fosters children's all round development.

To provide a welcoming and supportive atmosphere to parents, carers and families.

To promote the ethos of Kender Primary School.

To share responsibility for identifying personal professional development needs and to undertake appropriate training according to the priorities of Kender Primary School as identified in the School Development Plan.

MAIN ACTIVITIES AND RESPONSIBILITIES

To contribute to the learning development of all children through careful planning and assessment

To share responsibility for:

- Meeting together to plan and evaluate appropriate learning experiences that will promote the physical, social, emotional, cultural, spiritual, moral and cognitive development of each individual child;
- Supporting children's interactions and learning tasks and contribute to their records according to the policies of Kender Primary School;
- Facilitating and enabling children's development, both inside and outside, through appropriate levels of support and interaction;
- Plan, prepare and set out in an appropriate way the activities to be undertaken either by individual children or by groups of children in order that all children make progress through all aspects of their development;
- Facilitate, enable and encourage children to:
 - Make meaningful choices
 - Develop their concentration
 - Engage in dialogue both with adults and with their peers through whichever communication means are appropriate for their development
 - Be aware of, and thoughtful of their own needs and those of others
 - Engage in exploration, discovery and problem solving
 - Develop competence and creativity
 - Develop self-esteem and confidence
 - Build on, develop and consolidate these skills through continual practice and learning
 - Develop skills in independence, perseverance and self-reliance;

- To support and encourage the use of heritage languages;
- Make written observations of children's play, progress and behaviour, evaluating them and contributing to target setting for individual children;
- Share in planning and delivering activities appropriately to fulfil children's individual plans that may be in place;
- Be aware of current Safeguarding Children legislation, identifying and monitoring cases of suspected child abuse and reporting concerns to the designated person
- Support new children admitted to Kender Primary School; and
- Participate in Kender Primary School outings taking responsibility for small groups of children.

To contribute to the preparation and maintenance of a health, clean, stimulating, safe and aesthetically pleasing learning environment.

- Monitor and maintain on a daily basis the safety and cleanliness of the learning environment both indoors and outdoors;
- Support the children in learning to take care of resources and equipment and to help them take responsibility for putting them away tidily in the right place;
- Contribute to the selection, making and maintenance of resources;
- Share responsibility for the presentation of children's work and for the compilation of interest areas and displays;
- Administer First Aid as appropriate and record actions in accordance with Kender Primary School policy;
- Share in decisions and recommendations about routines, procedures and organisation of space to maximise the achievement of all children; and
- Assist in housekeeping eg shopping for Kender Primary School.

To foster and maintain productive professional links with parents and carers: to liaise with other agencies working with Kender Primary School, LA and the local community as agreed.

- establish and develop a good relationship with parents and carers, encouraging dialogue, co-operation and partnership;
- Provide a listening ear, whilst maintaining confidentiality, for parents, carers and children;
- Provide a parental model for the child in the absence of a parent or carer;
- Share with parents or carers information about the child, while recognising the legal and moral rights of parents and carers;
- Develop home-school links by encouraging and promoting parental involvement in a range of Kender Primary School activities;
- Make home visits in accordance with Kender Primary School policy.
- Exchange appropriate information with colleagues from other agencies, participating in sessions and visits and contributing to assessments; and
- Attend and participate in case conferences and reviews including open day/ evening meetings with parents to discuss their child, as required.

To contribute to the overall policies and ethos of Kender Primary School within the context of LA policies and guidelines.

- Maintain effective, professional relationships with colleagues and work effectively as a member of a multi-disciplinary team;
- Actively help develop whole school policies and ensure their implementation;
- Attend and contribute to staff meetings;
- Ensure good order and discipline amongst children in accordance with Kender Primary School's Behaviour Management Policy while on the premises, or when engaged in Kender Primary School activities elsewhere; and

- Implement the LA's/ Kender Primary School's Equal Opportunities Policy fully and actively work to challenge disadvantage and to overcome discrimination and stereotyping.

Show commitment to Professional Development for self and others.

- Take part in Kender Primary School's procedures for self-evaluation and program for professional development;
- Participate in training courses as appropriate for personal or whole-school development;
- Keep up-to date with current childcare and educational issues; and
- Support and participate in the training of students.

Any other reasonable task as requested.



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PERSON SPECIFICATION

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Pay: Apprenticeship rates
Reporting to: Headteacher/ Deputy Headteacher/ Assistant Headteachers

Requirement	Essential	Desirable
Qualifications	NVQ level 2	First aid training Good level of general education to minimum Grade C GCSE level in English and Maths or equivalent
Knowledge	Good knowledge and understanding of Early Years Foundation Stage curriculum	In-depth knowledge/expertise of one or more areas of learning, eg speech and language development, meeting pupils' emotional needs etc.
Skills	• Able to form excellent relationships with children • Able to form and maintain strong relationships with parents • Able to communicate well and establish firm and consistent boundaries • Good working overview of the school curriculum at primary level • Able to keep clear records • Able to form good relationships with other staff • ICT literate	
Experience	Working in a professional environment	Experience and expertise in supporting and being a team member in a EYFS setting
Interpersonal Skills	• Able to work in a team • Sensitive, polite and friendly • Positive and constructive • Seeks solutions to problems • Good listener • Resilient and assertive • Reliable • Good sense of humour • Can use own initiative	
Professional Development	Values professional development	Evidence of recent professional development activities