

MURRAY PARK SCHOOL



Acting Headteacher: Miss R Somes
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SEN Teaching Assistant Level 1 Qualified

37 hours per week (39 Weeks Term Time Only)

NJC Scale 3 Pt 14-17 £16,871- £17,772 pro rata

(approx. £14,128-£14,963)

Thank you for your interest in this vacancy. We hope that this information will assist you in considering your application. The application is by covering letter and application form. In your letter please outline why you would be suitable for this post. As this is an SEN TA post there is no additional payments for this role

If you require any further information please contact our HR Department on 01332 540006 or email recruitment@murraypark.derby.sch.uk.

**‘Murray Park School is committed to safeguarding
and promoting the welfare of children’**

Murray Park School

Job Description – SEN Teaching Assistant Level 1

Title:	SEN Teaching Assistant
Salary:	NJC Scale 3 Pt 14-17 £16,871- £17,772 pro rata (approx. £14,128-£14,963)
Hours:	37 Hours per week- 39 Weeks Term Time Only (30 Minute Unpaid Lunch)
Responsible to:	SENCO
Probationary Period:	Probationary Period of 12 Weeks

Framework:

To work within the framework of the NJC pay and conditions (37 hours per week during term time) current legislation and policies of the school.

Duties of a Teaching assistant

The Teaching Assistant will be part of the SEN team of staff supporting pupils both in mainstream classes and in smaller intervention groups. There is no additional SEN allowance for this role.

The Teaching Assistant will

- Set and maintain clear expectations for students
- Be consistent in upholding agreed principles and practices
- Be approachable and enable two-way communication
- Listen to and support students
- Recognise and reward success in achievement and development
- Challenge unacceptable performance of students
- Inspire students through a positive and enthusiastic approach

Key Purpose

To ensure that pupils with special educational needs are able to progress and participate as fully as possible in all aspects of school life.

Key Tasks

To work with pupils individually, in small groups or in a class to

- Support learning through a variety of strategies and approaches
- Work with pupils on specified programmes to improve literacy, numeracy or social/behavioural skills

- Contribute to the development of an effective programme of interventions to improve basic skills
- Assist specific pupils with personal care and movement around the school
- Help implement programmes devised by specialist support services
- Accompany pupils on outside visits and placements
- Offer general support to pupils at break and lunchtimes
- Listen to pupils concerns and help resolve emotional/behavioural/problems
- Assist pupils needing specific access arrangements during internal/external tests

To work effectively within the SEN team to

- Keep accurate records and lesson notes to monitor pupil progress
- Help to prepare suitable teaching materials
- Contribute to the preparation of reports for annual reviews and external agencies
- Attend in service training and ensure professional development is regularly updated
- Contribute to and take part in staff and team meetings ensuring a good working relationship
- Liaise and develop a good working relationship with SEN team members, a designated subject and community area
- Prepare and tidy classrooms and equipment and help to display pupil work
- Liaise with parents where appropriate, including attendance at parents' evenings

The post-holder will be expected to carry out other tasks/duties as directed by the Head Teacher that are commensurate with the responsibilities of a Teaching Assistant.

MURRAY PARK SCHOOL

PERSON SPECIFICATION – TEACHING ASSISTANT

	Essential	Desirable
<p>Experience</p> <p>A minimum of three years' experience working with young people and/or in a school environment.</p> <p>Experience of working with young people on a one to one or group basis</p>	✓	✓
<p>Qualifications</p> <p>A minimum of 5 GCSE grades (A*-C) or equivalent</p> <p>Evidence of further professional development</p>	✓ ✓	
<p>Knowledge</p> <p>Understanding of the secondary school environment</p> <p>Understanding of special needs</p>	✓ ✓	
<p>Skills/Abilities</p> <p>To be able to motivate and inspire students</p> <p>To be able to work from own initiative</p> <p>To work well with colleagues and function as a "team" player</p> <p>Well developed inter-personal skills</p> <p>Good communication skills both written and verbal</p> <p>Good organisational and ICT skills</p> <p>A willingness to learn new skills</p>	✓ ✓ ✓ ✓ ✓ ✓ ✓	
<p>Personal Qualities</p> <p>Good attendance and punctuality record.</p> <p>Enthusiasm and energy.</p> <p>Commitment to supporting the full life of the school.</p> <p>Professional appearance and manner.</p>	✓ ✓ ✓ ✓	

Enhanced DBS Criminal Records check (on appointment)	✓	
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