



Villa Real School
Enhanced Teaching Assistant (SEN)

Job Description

Post:	Enhanced Teaching Assistant (SEN)
Grade:	6
Location:	Villa Real School
Responsible To:	Head Teacher/School Business Manager.SENCO
Job Purpose	<p>To complement the work of teachers by taking responsibility for the organisation and support of agreed learning activities for classes where all pupils have special educational needs. Work with children and young people who have a range of significant and often complex SEND for example those with autism, social, emotional and mental health difficulties, profound and multiple, severe or moderate learning difficulties including, in some instances, those with life limiting conditions and those who exhibit challenging behaviour. The primary focus is to do specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.</p> <p>To work collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also to deliver learning to individuals, small groups and whole classes as and when required.</p> <p>To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.</p>

Duties and Responsibilities

This job may require exposure to some difficult working conditions. For example, being in contact with bodily fluids or exposure to children who may exhibit challenging behaviours. (We also have a small but significant group of children with complex and/or life threatening medical conditions).

Training in manual handling, positioning, eating and feeding, health and safety, team teach, behaviour management, hydrotherapy and Safeguarding (child protection) is part of the school training package. Support is provided until the post holder is able to carry out the routines as part the team.

Enhanced Teaching Assistants (ETA) at Villa Real School will be expected to:

1. Work as part of a multi-professional team to meet the needs of pupils and students attending Villa Real School.
2. Behave in a professional way at all times in keeping with the vision and ethos of the school.
3. Work with individuals or groups of pupils carrying out educational programmes, as directed by the teacher.
4. Make contributions to assessments, reviews and discussions on pupil's achievements and developments.
5. Take on the role of Communication Representative or Behaviour Representative as directed by teacher, attend scheduled meetings, prepare resources, complete paper work and share information with other class staff.
6. Liaise with the Support Assistants (SA) on eating and feeding programmes, communication targets, moving and handling plans, medical management plans, behaviour management plans and toilet training programmes as directed by the teacher.
7. Be responsible for and assist the SA when necessary with the changing of nappies/incontinence aids, healthcare and the general cleanliness and hygiene of pupils under the direction of the teacher.
8. Administer prescribed medicine in accordance with school policy and practice in the absence of the school nurse.
9. During breaks, supervise pupils and direct the SA in the supervision of pupils.
10. Escort sick pupils to hospital, hand over to parents before returning to school.
11. Take a full part in both school based and externally provided professional development.
12. Contribute to extra – curricular activities.
13. Prepare the classroom, equipment and resources and assist the SA where necessary in keeping all equipment and resources in a clean, safe and hygienic condition as directed by the teacher.
14. Assist in the school based training of student nursery nurses and students on work experience etc.
15. Play a full part as mentor to newly appointed SSAs as directed by the Deputy Head Teacher.
16. Assist with the provision of PPA time and cover for teacher absence as laid down in the agreed policy under the direction of the Deputy Head Teacher.
17. Work in any department of the school when necessary and as directed by the Senior Management Team.
18. Work with the SAs to manage other agreed tasks around school. Rotas and tasks are discussed with, and published by, the Deputy Head Teacher each September.
19. Carry out other duties or responsibilities as required by the Head Teacher which contribute to the smooth running of the classroom or the school as a whole.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.