



JOB DESCRIPTION	
JOB TITLE:	SEN Teaching Assistant
EMPLOYED BY:	Lancaster Independent School for Alternative Learning (LISAL)
REPORTING TO:	SENDCo
HOURS:	Term time: Tuesday, Wednesday and Thursdays. 16 hours per week Holidays entitlement is 5.6 weeks pro rata Holidays are not permitted in term time.
PAY:	£13 per hour
FIXED TERM CONTRACT:	From 6th of January 2025 until 18th July 2025 in the first instance, with the possibility for extension.
JOB SUMMARY:	We are seeking to appoint an enthusiastic and dedicated teaching assistant to join our committed team with experience of working with SEND children. The position will be based in a KS1 class supporting a child one to one. We are looking for someone who is caring and kind but also able to set clear boundaries and expectations and has a proven understanding of a range of SEND needs, especially ASC, ADHD, Anxiety and Attachment Disorder. Additionally, the ideal candidate will have experience working in the primary classroom and promoting positive behaviour through trauma informed practice.
Job Purpose	
Under the teacher's and SENDCo's clear guidance, to support the educational, personal, and social and emotional development of the pupils requiring support. To establish positive relationships with pupils through observation and play, assisting them in completing structured learning activities and to aid pupils' engagement in tasks, reporting progress to the teacher. To support respite and sensory needs for the pupil when needed. To liaise with parents at the beginning and/or end of the school day to facilitate good home/school communication	
Main activities	
In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post.	
Support for Pupils	

- Under the clear guidance of the class teacher, to implement structured learning activities and to assist individuals/groups of pupils in completing tasks.
- To undertake activities to assist in monitoring the personal, social and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress, attainment and wellbeing.
- To assist in the devising of pupils' individual targets and their monitoring and review.
- To support pupils, under the clear guidance of the class teacher and/or SENDCo, as part of a planned inclusion programme.
- To assist in the development of a range of skills that support pupils' holistic learning.
- To assist in the specific medical/care needs of pupils when appropriate training has been undertaken.
- To support pupils at play or lunch periods as required.

Support for the Teacher

- To assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine classroom administrative tasks, including the maintenance of records.
- To assist in pupil supervision and in the support of positive pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities
- To provide clerical and administrative support including the collection and recording of money.
- To undertake routine marking of pupils' work under guidance of a teacher.

Support for the School

- To be willing to be part of the wider life of the school
- To fully work within the school's safeguarding policy and procedures
- To assist in promoting an atmosphere in which effective learning can take place in keeping with the ethos of the school.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To always consider both their own and other people's health and safety.

Support for the Curriculum

- To assist in the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities.

Note:

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Safeguarding Commitment

Lancaster Independent School for Alternative Learning (LISAL) is committed to safeguarding and promoting the welfare of children. LISAL expects all staff, trustees, and volunteers to share this commitment. The successful applicant will be required to undergo a DBS Disclosure of the appropriate level and training on Safeguarding and PREVENT.

Please note that in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.



Equal opportunities

LISAL is committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.