

# Anfield School Anfield International Kindergarten Anfield International Kindergarten & Nursery



## Job Description – SEN Teaching Assistant

**RESPONSIBLE TO:** The Head of School

As a SEN teaching assistant at Anfield School/Anfield International Kindergarten/Anfield International Kindergarten & Nursery you should:

- Be true to the Anfield Mission Statement and work to achieve the stated ideals
- Foster good quality relationships with children and their families, particularly those in your class, being aware of the pastoral role that is necessary in a good school
- Be wholeheartedly committed to the Christian aims and ethos of the school and be able to implement those aims in your work
- Contribute to the ethos of Anfield
- Treat all children as though in your care and not just in your class
- Encourage the home/school partnership and contribute to the life of the school
- Foster a learning environment and educational experience which provides students with the opportunity to fulfil the pupil's individual potential
- Have knowledge of, and commitment to, all current safeguarding procedures

### **INTRODUCTION:**

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head of School or the SENCo as appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation.

### **GENERAL DUTIES:**

#### **Job Purpose:**

A special educational needs teaching assistant (SEN TA) is specifically employed to work with children and young adults who need specifically targeted support in order to complete their learning successfully.

A SEN teaching assistant may work with individuals who are physically disabled, sensory impaired (i.e. deaf/blind), have speech and language difficulties such as dyslexia, have a mental disability such as autism, are emotionally vulnerable, have behavioural difficulties or have a combination of these disabilities. An SEN teaching assistant may also work with gifted and talented individuals.

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A key aspect of working in this field is identifying individual needs and being responsible for creating a safe, stimulating and supportive learning environment.

## **SEN TEACHING ASSISTANTS' DUTIES**

The work of an SEN teaching assistant is often challenging and varied and may involve:

- supporting either individuals or small groups of pupils within or outside the class;
- delivering teacher prepared lessons and resources;
- marking and assessing work jointly with the class teacher;
- using adapted conventional teaching methods to meet the individual needs of pupils;
- using special equipment and facilities, such as audiovisual materials and computers to stimulate interest in learning;
- using specialist skills, such as teaching Braille to pupils with visual impairments or sign language and lip reading to students who have hearing impairments;
- collaborating with the classroom teacher to define appropriate activities for the pupils in relation to the curriculum;
- supporting learning outside the classroom in activities such as community visits, school outings or sporting events;
- assisting in severely disabled pupils' personal care/medical needs;
- receiving in-service training;

## **SAFEGUARDING DUTIES**

- Understand and carry out the duties arising from the Child Protection Policy in relation to safeguarding children as this applies to the SEN teaching assistant's role within the school.
- Understand and apply the principles of safeguarding relating to vulnerable adults within the SEN teaching assistant's role.
- Ensure that the designated person for child protection is kept fully informed of any concerns which the SEN teaching assistants may have in relation to safeguarding.

## **PERSONAL AND PROFESSIONAL DEVELOPMENT**

- To represent the School and its interests in the wider community.
- SEN teaching assistants will abide by the terms and conditions for their employment as outlined in their contract with the School.
- SEN teaching assistants are expected to be punctual and well-presented.
- Participate in the performance management system for the appraisal of their own performance.
- Attend INSET and courses as deemed appropriate for professional development and participate in school-based training.
- Be aware of current trends in teaching and learning.

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## GENERAL RESPONSIBILITIES

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and school policies; including taking responsibility for raising concerns with an appropriate manager.

## PASTORAL RESPONSIBILITIES

- To establish and maintain a happy, positive and working environment within the classroom.
- To encourage positive relationships between pupils and to act according to the school's Anti-Bullying Policy and Child Protection Policy.
- To maintain positive links with parents through regular meetings and to report the outcomes of all such contacts to the Head of School.

## FUTHER REQUIREMENTS

- Should be fully committed to the school and enthusiastically involved in its activities, thus helping to promote a flourishing corporate life within the school.
- To be aware of the school's policies, to act in accordance with these and to help in their revision and preparation, as and when required to do so by the Head of School.
- Be prepared to assist pupils anywhere directed by the Head of School given due notice, guidance and support.
- Undertake additional responsibilities which may reasonably be required by the Head of School.
- Attend all Open Days, Parents' Evenings, School concerts and productions, meetings for new parents/pupils as required by the Head of School.
- Support functions organised by the Friends of Anfield of Anfield School (**Anfield School ONLY**).

## VISION STATEMENT

Our vision is to ensure each child is given a solid foundation of learning, has a sense of self-confidence and self-belief, and is self-motivated, flexible and cooperative.

## MISSION STATEMENT

Anfield is a Catholic school, in an international setting, where all are committed to creating a loving and joy-filled environment that is inspired by Jesus Christ. Anfield is a culturally diverse environment where all children are challenged, both academically and spiritually, to embrace and expand their international connections, enabling them to achieve their full potential and thrive within the global community.

## GOALS

- To encourage the development in all students, the qualities of personal responsibility, consideration, courtesy and respect in their relationships with one another, their teachers, the local and global community and the environment.
- To work for excellence in all academic, cultural and sporting endeavours, stimulating excitement in learning and requiring discipline in study, whatever the ability of the child.
- To encourage children to be self-motivated, to strive to do their best in everything they do and to have confidence to take risks.
- To encourage children in independent and critical thinking about the standards and values in society and the global community, and to discover and develop a personal faith to guide them throughout their lives.
- To develop in each child a knowledge, understanding and respect for the Catholic faith.
- To prepare children for their next stage of learning in an internationally-minded environment that encourages high standards of achievement and a life-long love of learning.
- To provide an environment where everyone in our school community feels safe and is aware of their rights and responsibilities.
- To continually move forward, through innovation, creativity and endeavour, and to explore the world with its myriad of opportunities and challenges.

## VALUES

In support of our school's vision and mission statement and stated goals, all students are expected to uphold the following tenets. These are not rules but values that are rooted in the Mission statement, which actively encourage positive behaviour and form the foundation of our school's behavioural policy.

- To be honest at all times
- To respect myself and others
- To treat others with kindness
- To respect my property and the property of others
- To be responsible
- To always try my best

*Anfield is committed to safeguarding and promoting the welfare of children/young people and expects all staff and volunteers to share this commitment. Appointment to the post is subject to an enhanced DBS in UK or the Sexual Conviction Record Check (SCRC) in Hong Kong.*