

# JOB DESCRIPTION

## SEN TRAINEE TEACHER

|                        |   |
|------------------------|---|
| <b>Reports to</b>      | Lead Teacher  |
| <b>Responsible for</b> | N/A   |
| <b>Hours</b>           | Monday to Friday, 34.75 hours per week<br>Jigsaw School Term Times (over 3 terms) |
| <b>Annual Leave</b>    | 44 days paid holiday plus bank holidays   |

**Please note: at Jigsaw the role of SEN Trainee Teacher is known as ‘Trainee CABAS Teacher’**

### Job Overview

Based in the Jigsaw CABAS School, you will support pupils with autism and related disabilities using behaviourally based instruction and positive reinforcement techniques to accelerate learning. Working within small classes in a group or on a 1:1 basis, you will use specialised support plans to help pupils meet their individual needs and achieve their full potential. You will design, plan and deliver teaching sessions to encourage pupils’ development and accelerate learning. Jigsaw will provide comprehensive practical and theoretical training, alongside additional progression opportunities including the option to complete registered behaviour technician (RBT) qualification and gain BCBA supervision.

### Main duties and responsibilities

- Provide behaviourally based instruction to pupils to help them achieve their full potential
- Meet pupils’ individual needs through effective personal support planning and review and constructing good relationships with the pupils
- Interact and participate with the pupils in the development of skills, supporting pupils with their social and emotional development
- Participate in rotas for supervising indoor/outdoor playtime for all pupils and encouraging good play
- Encourage and enable pupils to maintain acceptable levels of personal and environmental hygiene, providing personal care (toileting, feeding) for pupils as necessary
- Take part in extra-curricular and off-site activities with pupils during school hours
- Contribute to the production, organisation and maintenance of appropriate curricular and teaching materials
- Understand and actively implement all school policies on curricular matters
- Progress your personal development through practical and theoretical training, to ensure satisfactory understanding and practice of teaching duties
- Participate in staff meetings as required
- Develop your knowledge of autism spectrum disorders and associated disabilities
- Understand and implement health and safety policies and emergency and fire procedures
- Promote safe working practice and ensure the security of the workplace is maintained
- Undertake any other tasks which can be reasonably expected in relation to the role
- Adhere to all company policies and procedures within defined timescales

continued on next page

## PERSON SPECIFICATION

### Knowledge, skills and experience

- Minimum Grade C or Grade 4 GCSE, or equivalent, in English Language & Maths
- Experience of working with children and/or young adults from 4 – 19 years with special educational needs and disabilities (SEND)
- Interest/experience in the issue of SEND/autism spectrum disorders
- Commitment to our regular and ongoing professional development programme and training
- An understanding and personal commitment to safeguarding and promoting the welfare of children and young people
- Able to perform tasks of a physical nature (often demanding) including twisting and stooping and working at a lower height
- Working knowledge of Microsoft Office applications (Word, Excel & PowerPoint)
- Confidence in maintaining confidentiality and discretion
- A positive, can-do attitude
- Early Years qualified is desirable

### Personal qualities

#### Achieving results

- Gathers information from a variety of sources to reach a conclusion, complete a task
- Promptly and efficiently completes work assignments
- Understands and recognises the value of other points of view and ways of doing things
- Initiates collaboration with others and spontaneously assists others in the delivery of their work
- Receives/accepts positive and constructive feedback from peers and other team members
- Shares credit for good ideas and work with others
- Contributes positively to the team
- Shows support for group decisions even if not in total agreement

#### Building relationships

- Clearly shows others that their perspectives are valued
- Listens actively, considers people's concerns and adjusts own behaviour in a helpful manner
- Understands the reason behind, or motivation for someone's actions
- Maintains continuous, open and consistent communication with others
- Demonstrates understanding of the general environment in which the Organisation operates
- Understands and uses the Organisation's structures, rules and networks
- Knows and respects the Organisation's Code of Conduct and values

#### Planning for the future

- Takes advantage of learning opportunities provided (e.g. courses, feedback from supervisor or peers) to meet requirements of current job
- Is able to explain how own work relates to the work of the Organisation

**We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.**

**THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK**