

# JOB DESCRIPTION

## SEN TEACHING ASSISTANT

**Reports to** Lead Teacher

**Hours: 36.75 hours per week – Full time:** Monday, Wednesday, Thursday 08:45am - 04:45pm, Tuesday 08:45am - 05:30pm and Friday 08:45am - 04:30pm - **Part Time** working is also considered - 3 or 4 days (working days must include a Tuesday)

**Holiday: 56 days school holiday + Bank holidays** *\*Please be advised that the above working hours and holiday entitlement are effective from 01/09/2024. If you join Jigsaw School in advance of this date, your working hours and holiday entitlement for the remainder of 2023/2024 academic year will be Monday, Wednesday, Thursday and Friday 09:00am - 04:30pm and Tuesday 09:00am - 05:30pm with 44 days holiday + bank holidays*

### Job overview

Based in the Jigsaw CABAS<sup>®</sup> School, you will support autistic pupils 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.

### Main duties and responsibilities

- Provide teaching and support to autistic pupils, following individualised curriculums
- Plan, prepare and deliver lessons and activities to develop skills, and pupil's social and emotional development
- Provide behaviourally based instruction to pupils to help them achieve their full potential, following behaviour guidelines
- Participate in breaktime duties including indoor/outdoor playtime encouraging good play and snack time
- 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
- Attend staff meetings as required
- Progress your personal development through practical and theoretical training, to ensure satisfactory understanding and practice of teaching duties
- Develop your knowledge of autism spectrum disorders and associated disabilities
- Undertake any other tasks which can be reasonably expected in relation to the role
- Adhere to all company policies and procedures within defined timescales

## PERSON SPECIFICATION

### Knowledge, skills and experience

- Professional, personal or voluntary experience of working with children and disabilities
- Minimum Grade C /4 GCSE, or equivalent, in English Language & Maths
- Comfortable working with children who exhibit challenging behaviour
- Comfortable supporting others with personal/intimate care where required
- Ability to keep calm in high pressure situations
- 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)
- Proven ability to maintain confidentiality and discretion
- A positive, can-do attitude
- An Early Years qualification 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

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

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

**Caring   Person-Centred   Continuous Learning   Integrity   Teamwork**