



WELLOW HOUSE SCHOOL
WELLOW, NEWARK, NOTTINGHAMSHIRE NG22 0EA
T: 01623 861 054
E: office@wellowhouseschool.co.uk

Job Description

Wellow House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Post title:	Specialist Teaching Assistant
Hours of work:	Part Time, Temporary, Term Time Only, Monday – Friday between 1:00pm to 4:30pm
Remuneration:	£18,000-£22,000 per annum
Responsible to:	SENCO
Main Responsibilities	Under the supervision and with the support of the class teacher and the school SENCO, you will be expected to: • Develop a supportive, fun, and caring relationship with the pupil, providing encouragement and praise to achieve learning objectives • Help plan and prepare materials and resources to support her differentiated curriculum. Provide day to day classroom support for the pupil, including behavioural support, to motivate and encourage her with learning tasks • Liaise with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate • Be able to work collaboratively with a variety of agencies, to follow advice given by Behaviour Specialists (ABA), Speech and Language Therapists and Occupational Therapists • Read, absorb and understand the content and objectives of her EHCP and other reports and assessments as they become available • Attend and participate at meetings as required, including Annual Reviews and • Multidisciplinary Team meetings and liaising with outside agencies and professionals as required • Focus on the child's needs, mindful always of every opportunity to develop her social and play skills with the children around her and aiming to achieve her inclusion and acceptance by them • To participate in any training activities offered by the school and be committed to continuous professional development • To liaise with the pupil's parents in person, by e-mail and through the pupil's home to school diary, providing updates on progress/challenges and ensuring they feel supported



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	- To promote the welfare of all children at the school by adhering to school safeguarding policies and procedures - To comply with the School's Health and Safety Policy and procedures - Support the Headteacher and Senior Team by promoting the aims and objectives of the school. - To provide 1-1 support for the pupil during extra-curricular activities and school trips as well as 1 hour of after school activities 2 days per week
Additional Requirements	- A minimum of two years' experience working 1:1 with SEN pupils is required as well as experience of working with autism in particular. Support is provided by the teacher and SENCO, however you must be comfortable exercising a substantial degree of personal autonomy and responsibility to liaise with other staff, parents, therapists and external experts and agencies. - To engage in Community led activities including our significant extra-curricular programme. - To bring innovation and ideas to help transform the School. - To exemplify the vision, aim, values and ethos of the school through professional and personal behaviours.

Person Specification

Wellow House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Criteria	Essential	Desirable	Method of assessment
Qualifications:	A teaching assistant qualification or the equivalent gained through experience. GCSE in English and Maths	Further qualifications with regard to child protection and/or SEN	Production of the Applicant's certificates



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Experience:	Experience of dealing with children, preferably within an educational context.	Recent experience of working in education Experience of working with children with special educational needs	CV Interview Professional references
Skills:	An ability to communicate effectively both orally and in writing. An ability to devise and implement a range of strategies to support learning and enjoyment of learning Good literacy and numeracy skills 1. Problem Solving 2. Team working 3. Active Listening 4. Drive 5. Monitoring	Good IT skills and an ability to use ICT to good effect in the classroom.	CV Interview Professional references
Knowledge:	Knowledge of various special educational needs Intermediate knowledge of ICT	Knowledge of autism and Asperger's syndrome	Contents of the Application Form Interview Professional references
Personal competencies and qualities:	A genuine enthusiasm for working with children A commitment to overcoming barriers to learning.		Contents of the Application Form Interview



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	An ability to inspire confidence. A positive attitude An ability to strike a good professional rapport with children, staff and parents. Being a positive role model. To be flexible to the needs of the students.		Professional references
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