

SEN Teaching Assistant (1 FTE).

Big Creative Academy (BCA) is a post-16 free school specialising in the creative industries. We believe that teaching skills employers want and empowering young people to think reflectively enables positive outcomes for students and our wider community. Big Creative Academy is committed to wellbeing and excellent teaching. Our mission is to improve the lives of young people through high quality training and creative industry experiences. We have 350 learners studying vocational programmes progressing to higher education and employment.

What we are looking for:

We are looking for an enthusiastic person with experience in:

- Working with individuals and groups of students in class with additional needs.
- Providing physical and communication support using modes of communication appropriate to the individual needs of the student.

For full details of the role, please see the job description and person specification. **If you wish to apply, please complete the application form and email it to bca-hr@bigcreative.education. The application closes on 8th of January 2021.**

To find out more about Big Creative Academy and our approach to education please see our website: www.bigcreative.education

Job application forms are available at: <http://www.bigcreative.education/jobs/>

Big Creative Academy is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. Subject to timetables we are open to flexible working.



**BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY**



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PRINCIPAL: SACHA CORCORAN MBE



SEN Teaching Assistant job description

Post:	SEN Teaching Assistant
Grade	£20,000 - £23,000 p a
Responsible to:	SENCO
Working time:	Full time 35 hours per week, Term time only

Job summary

To work under the guidance/instruction of SEN & Inclusion Manager to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff

Key Tasks

- To provide physical and communication support using modes of communication appropriate to the individual needs of the student
- To provide communication support to enable full access to the curriculum and any extra curricula activities e.g. lessons, assemblies, parents' evenings, reviews and visits
- To work with individuals and groups of students in class with additional needs under the direction of the class teacher and SENCO
- To help plan and organise learning activities for students being supported
- To provide support in a manner which facilitates the student's cognitive development by removing barriers to learning
- To ensure the physical welfare of students and assist students with their physical needs as appropriate and agreed, e.g. assisting with lifting moving and handling, intimate care
- To clarify, modify and adapt materials to an appropriate level according to need
- To participate in the Student's student mentoring programme
- Under the guidance of the SENCO, contribute to setting individual targets and to the review of those targets. Attend and contribute to meetings to review students' progress, and contribute to written reports
- To monitor the progress of identified students, keep written records consistent with Student systems and provide the teacher with feedback on students' progress in relation to provision
- To provide support for students' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the Student's Behaviour Management Policy. Contribute to programmes of support for identified students
- To liaise with professionals and external agencies where necessary under the direction of the SENCO
- To assist in the production of appropriate teaching materials
- To contribute to the target setting and review process and support student in meeting specific targets of IEP.
- To maintain and monitor the use of specialist equipment and promote optimum use of specialist equipment in all settings
- To liaise with staff, parents and relevant professionals
- To undertake relevant training as part of continuing professional development

- Attend all staff meetings and supervision sessions
- To maintain appropriate records of work and progress
- To promote the student's inclusion within the school
- To promote the student's independence skills in communication, learning and social skills

Key Organisational Objectives

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation and confidentiality
- The Student is committed to safeguarding and promoting the welfare of student and we expect all staff to share this commitment.
- At all times operating within the school's Equalities policies.
- Commitment and contribution to improving standards for students as appropriate
- Adopting Customer Care and Quality initiatives
- Fulfilling the role of Student Personal Adviser and/or mentor if required
- Contributing to the maintenance of a caring and stimulating environment for young people
- At all times the postholder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Student

Special Conditions of Service

The Academy will undertake an enhanced disclosure and Baring Service (DBS) check on successful candidates.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to student, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy's Equal Opportunities Policies.

Date of issue:

Signature of Post holder:

Signature of Principal:

Person specification

	Essential	Desirable
Qualifications		
GCSE grade C or above in Maths and English (or equivalent)	✓	
Educated to degree level or equivalent		✓
Experience		
Experience of using Microsoft Office Suite	✓	
Experience of working with young student and their families in a multicultural environment	✓	
Experience of developing and delivering individual education programmes for student with specific needs	✓	
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Experience of the management and improvement of progress of students with SEND by implementing group and individualised support programmes	✓	
Experience of tracking progress of students with SEND in and out of class		✓
Experience of setting up and running a range of administrative systems		✓
Experience of liaising with multiple agencies in order to provide individualised support packages for students and communicate changes with teachers	✓	
Experience of developing banks of resources for students and teachers		✓
Experience of contributing towards the Assess-Plan-Do-Review cycle		✓
Experience of working with students with physical disabilities and training in moving and handling		✓
Understanding of the SEND Code of Practice 2014		✓
Experience of using email/internet	✓	
Experience of using SIMS or similar database		✓
Personal		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to work under pressure whilst maintaining a positive, professional attitude	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to take accurate messages and follow up where necessary	✓	
Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc. and maintain good working relationships	✓	
Ability to accurately input information on a database	✓	
Flexible and willing to contribute to the success of the team	✓	
Administrative		
Experience of using, setting up, maintaining and developing administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Relations		
Have excellent interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff and students and the wider school community	✓	
Ability to work some evenings	✓	
IT Skills		
Fast and accurate keyboard skills	✓	
Word processing and typing skills	✓	
Good understanding of databases		✓