



**ST EDMUND'S COLLEGE
& PREP SCHOOL**

Job Description

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role title:	SEN Teaching Assistant
Reporting to:	Head of Learning Support/SENCO
Hours:	Term-Time only, 8:45 am – 4:45 pm, Monday to Friday (including a half-hour unpaid lunch break each day).
Summary of the role:	To assist in the support and inclusion of students with educational needs, helping them to become independent learners. To provide general support to teachers in the management of pupils' learning. The role includes: <ul style="list-style-type: none"> • Individual and general in-class support • Regular support of reading club during lunch-times • Learning Support Department co-curricular activities
Main duties and responsibilities:	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. • Assist with the planning and delivery of learning activities • Work with individuals and small groups of students • Assist with the development and implementation of case studies or individual education plans • Work with teachers and pupils and may have contact with parents and guardians • Provide administrative and educational support for examinations • Contribute to and support the overall aims and ethos of the College • Participate in training and other learning activities and in performance management and development as required by the College's policies and practice. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Any concerns should be reported to an appropriate person. • This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the College's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form.
Line management duties and responsibilities	<ul style="list-style-type: none"> • You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and your line manager.

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.