



**THE CHALFONTS**  
INDEPENDENT GRAMMAR SCHOOL

**JOB DESCRIPTION**

**JOB TITLE**

SEN 1:1 Teaching Assisstant (SpLD)

**REPORTING TO**

SENCo

**WORKING HOURS/DAY**

Monday to Friday, 08:30 – 16:30

It is expected that every member of the Common Room will participate in the wider life of the School to support its extra-curricular and pastoral programmes.

**TERMS OF EMPLOYMENT**

Full-time, permanent contract.

**START DAY**

30 August 2018

**SALARY**

£18,000 per year

**HOLIDAYS**

As per the School academic year calendar, outside of 39 working weeks

**APPRAISAL**

On an annual basis via self/line-manager appraisal.

**SALARY REVIEW**

On an annual basis. Increases to be based on individual performance, economic conditions and School budgetary considerations.

**MAIN OBJECTIVE**

To ensure a rich and stimulating learning environment and instruct students within the IB curriculum, and work co-operatively with colleagues. Experience in working with children aged 11-18 who had SpLDs, including dyslexia, dyspraxia, dyscalculia, dysgraphia, ADD/ADHD, working memory and IEPs.

**CONTEXT**

The post holder will play a full role in the life of the School including: duties, staff cover, meetings, extra-curricular activities, games and the wider pastoral care at the School.

**INCLUSION STATEMENT****OUR BELIEFS ABOUT INCLUSION**

- We believe in increasing opportunities for children to access a quality IB education
- We believe that an inclusive approach is enriching to the entire School community
- We believe that inclusive environments develop empathy and an understanding of others and one's self.

**RESPONSIBILITIES/DUTIES**

- 1:1 Learning Support for children 11-18 with SpLDs
- Working cooperatively with SENCo to address all SEN in the school
- Working with assessments, YARC, Lucid Recall, Toe by toe, DASH and others

## PERSON SPECIFICATION

<b>JOB TITLE</b>
SEN 1:1 Teaching Assisstant (SpLD)

<b>QUALIFICATIONS</b>	
<b>Essential</b>	<b>Desirable</b>
Experience in working with children aged 11-18 who had SpLDs, including: <ul style="list-style-type: none"><li>• Dyslexia</li><li>• Dyspraxia</li><li>• Dyscalculia</li><li>• Dysgraphia</li><li>• ADD/ADHD</li><li>• Working memory and IEPs.</li></ul>	<ul style="list-style-type: none"><li>▪ First Aid qualifications</li><li>▪ EFL/ESL qualifications</li><li>▪ SEN qualifications</li><li>▪ ICT qualifications</li><li>▪ Coaching/training qualifications</li></ul>

<b>EXPERIENCE</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>▪ Experience of working in a school environment, particularly within SEN</li></ul>	

<b>SKILLS</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>▪ Native Speaker level in written and spoken English</li><li>▪ Ability to provide dynamic, motivational, learner-centred classroom activities</li><li>▪ High level of communication, teaching and presentation skills</li><li>▪ Strong ICT skills</li><li>▪ Ability to differentiate lessons to a variety of learning styles and ability levels</li><li>▪ High level of time management skills</li><li>▪ Ability to maintain appropriate standards of discipline in classroom</li><li>▪ Ability to teach/coach/supervise extra curricular activities</li><li>▪ Ability to show initiative and contribute new ideas</li><li>▪ Ability to work collaboratively in a team</li></ul>	<ul style="list-style-type: none"><li>▪ Ability to lead and/or facilitate in-house training</li></ul>

<b>KNOWLEDGE</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ Understanding of other cultures</li> <li>▪ Understanding of equal opportunities, and the impact that School policy has on a class of students</li> <li>▪ Knowledge of a variety of pedagogical approaches, and ability to apply each one as and when required</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of the IBO and its Middle Years and Diploma programmes</li> <li>▪ Knowledge of mixed culture teaching and learning</li> </ul>

<b>OTHER REQUIREMENTS</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ Contribute fully to the pastoral life of the School</li> <li>▪ Teach/coach/supervise extra curricular activities and games</li> <li>▪ Strong commitment to child protection and safeguarding</li> <li>▪ Commitment to the IB Programme and philosophy</li> <li>▪ Commitment to continuing professional and personal development</li> </ul>	