

**Special Educational Needs**  
**Outreach Teaching Assistant**  
**Job Description**

The Southover Partnership is an organisation that provides part time or full time support for children with special needs. The support takes place during school hours and could take a variety of forms. Children are either supported on a one to one basis in a classroom environment in a school with a class teacher, or in the child's home/public space where you will usually be supporting a Teacher or Tutor.

The strategies used will be guided by the Lead Practitioners and, where applicable, the school. Your work will be supported and monitored by The Southover Partnership management team.

The responsibilities of the teaching assistant in providing support for pupils with SEN are as follows:

**Working with the pupils**

- clarifying and explaining instructions in a simplified manner
- motivating and encouraging pupils
- helping pupils to develop self-esteem
- ensuring pupil is able to use equipment provided
- helping pupils to concentrate on work
- assisting pupil to complete work to the best of their ability

**Working with the teachers**

- working closely with class/home teacher to devise appropriate tasks for pupils
- contributing to recording of pupil progress as required

**Working with The Southover Partnership and Outreach Service**

- attending review meetings where appropriate
- fostering links with parents where appropriate
- attending training sessions
- writing termly reports
- keeping daily records of work

*All posts are subject to an Enhanced Police Disclosure check.*

Special Educational Needs Teaching Assistant  
Criteria For Selection

Candidates must demonstrate the following:

Essential

- Ability to communicate effectively and accurately both verbally and in writing
- Experience working with children, e.g. previous teaching assistant work, mealtime supervisor, youth work, child minding, voluntary work with disabled groups, nursery nursing
- Some knowledge/understanding of special educational needs
- Ability to form good relationships with adults and children
- Motivation to meet the challenges of working with pupils with special needs
- Adaptability to the changing needs in the classroom
- Commitment to professional development

Desirable

- Experience of working with children in more than one setting
- A relevant qualification, e.g. relevant child development or teaching assistant training
- Warm and friendly personality with good sense of humour
- Experience of working in a team
- Imaginative approach to children's learning