



## Leeds Jewish Free School

### Job Description

|                 |                                  |
|-----------------|----------------------------------|
| Post Title      | Teaching Assistant – SEN Support |
| Accountable to: | Head of School                   |
| Location        | Leeds Jewish Free School         |
| Scale           | NJC Scale A1 – C1                |

### Academy Vision

As a Jewish faith school our Jewish ethos is core to ensuring our students' success. We expect all our students to not only know our values but to live our values, whether it be in the relation of teachers to pupils, pupils to teachers, pupils to one another, as well as towards the outside world.

Tzedek: Integrity & respect for one another and our different beliefs

Chessed: Kindness, especially to the sensitive and the vulnerable

Mishpat: Deep respect towards the rules and laws of the school and society

Rachamim: Compassion & Forgiveness

This is an exciting opportunity to join a small community-based school in North Leeds. Leeds Jewish Free School offers pupils not only an outstanding academic education but also many opportunities to enjoy a superb range of extra-curricular activities in a nurturing, aspirational setting. The school is a thriving and friendly community of approximately 125 pupils aged 11-16 and shares a campus with an Early Years setting, an established primary school and a youth community hub.

The Leeds Jewish Free School is a fully inclusive school and welcomes applications from all ethnic and religious groups.

### Job Purpose

To provide learning and care support for pupils with special educational needs (SEN). This will involve working with the teacher to plan and deliver activities and supporting pupils with routines, transitions and behavior management.

### Main Duties

- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.



- To supervise and support pupils ensuring their safety and access to learning
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To encourage pupils to act independently as appropriate
- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed
- To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
- To support pupils to understand instructions
- To support pupils in respect of local and national learning strategies - literacy, numeracy, KS3, early years, as directed by the teacher
- To support pupils in using basic ICT as directed
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To appreciate and support the role of other professionals
- To attend relevant meetings as required
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.



### **Personal Responsibilities**

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues.
- Form positive relationships with students following the principles of Positive Discipline at all times, including challenging behaviours where necessary.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person

### **Any Special Conditions of Service**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support school events.
- Contribution to the overall ethos/work/aims of the School.
- The School operates a No Smoking Policy.
- The School observes Kashrut in line with the Jewish ethos of the school.
- Dress code reflects our Jewish values

*Leeds Jewish Free School is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*



**Person Specification  
Teaching Assistant**

| <b>Attribute</b>                           | <b>Essential</b>  | <b>Desirable</b>   | <b>How Identified</b>   |
|--|---|--|---|
| <b>Qualifications</b>                      | N/A   | <ul style="list-style-type: none"> <li>GCSE Maths and/or English grades D-G</li> <li>CSE level 2</li> <li>Completion of DfES Teacher Assistant Induction Programme</li> </ul>  | <ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>                          |
| <b>Knowledge and Skills</b>                | <ul style="list-style-type: none"> <li>Good numeracy/literacy skills</li> <li>Use basic technology – computer, video, photocopier</li> <li>Ability to relate well to children and adults</li> <li>Ability to work constructively as part of a team</li> </ul> | <ul style="list-style-type: none"> <li>Appropriate knowledge of first aid</li> <li>To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.</li> <li>Understanding classroom roles and responsibilities and your own position within these.</li> </ul> | <ul style="list-style-type: none"> <li>Application form</li> <li>Selection process</li> <li>References</li> </ul> |
| <b>Experience</b>                          | <ul style="list-style-type: none"> <li>Working with or caring for children of relevant age</li> <li>Experience working with children / young people with special educational needs (SEN)</li> </ul>   |  | <ul style="list-style-type: none"> <li>Application form</li> <li>Selection process</li> </ul>                     |
| <b>Continuous Professional Development</b> | <ul style="list-style-type: none"> <li>Evidence of commitment to Continuing Professional Development</li> </ul>   |  |   |



|                         |                          |  |  |
|-------------------------|--------------------------|--|--|
| <b>Other Conditions</b> | • Enhanced DBS Clearance |  |  |
|-------------------------|--------------------------|--|--|

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