

# Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

## SECTION A: Role Profile

<b>Post Title</b>	SEN Support Assistant	<b>Post No</b>	
<b>Band and Salary</b>	Band C Incremental progression is subject to performance.		
<b>Responsible to</b>	Inclusion Leader		
<b>Location</b>	Monkspath School		
<b>DBS Check</b>	Enhanced check for regulated activity for working with Children		
<b>Special Conditions</b>			

### Role Purpose

This role involves, changing between the two purposes to meet the needs of the school, either:

(1) supporting the class teacher and other members of the teaching team to ensure that a pupil with a Statement of Special Educational Need is able to meet all the specified objectives detailed within the statement.

OR

(2) supporting the class teacher in providing and promoting an environment suitable for the educational and social needs of children at various stages of development, in order to help them attain their full potential. This may include delivering specific interventions to small groups of pupils.

## 2. Key Responsibilities

<b>2.1</b>	<b>Main Duties</b>
	<p><b>Under the direction and supervision of a qualified teacher</b>  <b>When providing either child specific 1:1 support or supporting groups of children with special educational needs.</b></p> <ul style="list-style-type: none"> <li>• Provide feedback to the pupil in relation to their progress and achievement.</li> <li>• Work with the teacher to establish and maintain an appropriate learning environment.</li> <li>• Prepare, maintain and use resources required for the learning activity and assist the pupil in their use.</li> <li>• Assist the class teacher in the planning and preparation of activities in order to meet the needs of the pupil.</li> <li>• Implement agreed learning activities and teaching programmes, adjusting activities according to pupil responses/needs.</li> <li>• Provide objective and accurate feedback and reports as required, to other staff on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.</li> <li>• Mark, monitor and evaluate pupils' work and responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.</li> <li>• Contribute to the overall ethos, aims and work of the school, working with colleagues to develop a positive learning and working environment.</li> <li>• Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.</li> <li>• Supervise children during playtimes, on visits, trips and out of school activities as required.</li> </ul> <p><b>When providing child specific 1:1 support</b></p> <ul style="list-style-type: none"> <li>• Provide individual support for a designated pupil, ensuring their safety and access to learning.</li> <li>• Assist with the implementation and development of Learning Plans, EHCPs and personal care.</li> <li>• Establish relationships with parents/carers, exchanging information, providing feedback on progress and achievement, facilitating their support for the child's attendance, access learning, supporting home to school and community links.</li> <li>• Take part in the personal care of pupils with physical impairments.</li> <li>• To undertake any other duties that can be reasonably expected of and are relevant to the nature of the post.</li> </ul> <p><b>When providing general support to a range of children with special educational needs (which may include small groups or individuals).</b></p> <ul style="list-style-type: none"> <li>• Assist pupils with integration into the normal routine of the classroom.</li> <li>• Preparation of displays of work for and from children creating a stimulating learning environment.</li> <li>• Attend staff meetings, parental consultations and other school events as required.</li> <li>• Liaise with parents/carers as agreed with the teacher and participate in feedback sessions/meetings with parents as required.</li> <li>• Assist children with personal hygiene routines.</li> <li>• Deal with minor accidents and administer first aid.</li> <li>• Administer and assess routine tests and invigilate exams/tests.</li> <li>• Provide general clerical/admin supports e.g. administer coursework; produce worksheets for agreed activities etc. Take class register and collect monies.</li> </ul>
<b>2.2</b>	<b>People</b>
	The job involves no direct responsibility for the supervision, direction or coordination of other employees within the school situation.
<b>2.3</b>	<b>Safeguarding</b>
	The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
<b>2.4</b>	<b>Financial</b>
	The post holder may handle small amounts of cash, cheques or equivalent for school activities, school trips and fund raising events.
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
	Responsibility for the correct use and handling of equipment. Some responsibility for ensuring that the correct equipment/resources are available for pupil use.
<b>2.6</b>	<b>Health &amp; Safety</b>

		The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
	<b>2.7</b>	<b>Policies &amp; Procedures</b>
		The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3.</b>		<b>Other Conditions</b>
	<b>3.1</b>	<b>Mobility</b>
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
	<b>3.2</b>	<b>Equal Opportunities</b>
		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	<b>3.3</b>	<b>Variations to Job Descriptions</b>
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	<b>3.4</b>	<b>Training and Development</b>
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	<b>3.6</b>	<b>Core Qualities &amp; Leadership Framework</b>
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

## **Section C: Additional Information**

### **Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

### **Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

### **Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

### **Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

### **Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

## **Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

## **Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.