

STANLEY PARK JUNIOR SCHOOL

JOB DESCRIPTION - SEND SUPPORT ASSISTANT

Purpose of Job

To work under the instruction and guidance of the SENDCO and teachers to undertake work, care and support programmes, to enable access to learning for the named child as identified on the Educational Health Care Plan and the SEND Support Plan.

Identified Needs of the pupils to be supported may include:

- Social interaction and communication skills
- Emotional regulation
- Literacy skills
- Motor skills

To provide feedback on areas of development that informs SEND Support Plans and Annual Reviews.

Specific Duties

Support for the pupil

1. Supervise and provide particular support for the pupil, ensuring their safety and access to learning activities.
2. Assist with the development and implementation of EHCPs.
3. Establish constructive relationships with the pupil and interact with them according to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage the pupil to interact with others and engage in activities led by the teacher.
6. Set challenging and demanding expectations and promote self-esteem and independence.
7. Provide feedback to the pupil in relation to progress and achievement under the guidance of the teacher.
8. Promote independent and collaborative learning skills.

Support for Teacher

9. Use strategies, in liaison with the teacher and other support staff, to support the pupil to achieve their learning goals.
10. Assist with the planning of learning activities and / or interventions.
11. Monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
12. Provide detailed and regular feedback to teachers on the pupil's achievement, progress, problems etc.
13. Establish constructive relationships with parents/carers.

Support for the Curriculum

14. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
15. Undertake intervention programmes as set up through outside agencies and SPJS Basic Skills Plans and provide relevant evaluation and feedback to the teacher and SENCO.
16. Support the use of ICT in learning activities and develop pupil's competence and independence in its use.
17. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist the pupil in their use.

Support for the School

20. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
21. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
22. Contribute to the overall ethos/work/aims of the school.
23. Appreciate and support the role of other professionals.

24. Attend and participate in relevant meetings as required.
25. Participate in training and other learning activities and performance development as required.
26. Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Job Description agreed on _____ (date)

By Post Holder _____ (name)

Signed _____ (signed)

Headteacher _____ (signed)