



FIRSFARM PRIMARY SCHOOL
JOB DESCRIPTION –SEN HLTA/GRADUATE -
Support staff scale 5

Purpose of job:

- To plan and deliver an adapted curriculum to a small group of KS2 children in accordance with their ECHPs.
- To work with the AHT Inclusion and Assistant SENCO to develop the provision.
- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision
- Works in partnership with teachers, within an agreed system of supervision, to deliver learning activities to whole classes in the absence of the teacher e.g. during planned release or unplanned absence.
- To provide cover to allocated year groups e.g. PPA, SLT release, unplanned absence.

Main responsibilities

Planning

- Plan and preparation for the small SEN group: dedicated weekly planning time will be given for this.
- Contribute to teachers' planning and preparation of lessons at various stages of the planning cycle.
- Assist in the preparation and selection of teaching resources in order to meet individual or group needs and interests.
- Contribute to the planning of opportunities for pupils to learn in and out of school contexts, in line with school policies and procedures.

Teaching and learning

- To deliver the curriculum according to the planning documents this may include working with a group or whole class cover.
- Work with a range of individual pupils.
- To provide detailed written or verbal feedback on pupils' attainment and behaviour to both teachers and pupils.
- Motivate and advance pupils' learning by using clearly structured, interesting teaching and learning activities.
- Promote and support the inclusion of all pupils, including those with specific needs, in the learning activities with which they are involved.
- Use behaviour management strategies, in line with the school's policies and procedures, to contribute to a purposeful learning environment.
- Develop methods of promoting and reinforcing children's self esteem and independence within the classroom environment and where appropriate foster links between home and school.
- Assist the class teacher in encouraging acceptance and integration of children with special educational needs.

- Under the direction of the class teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Undertake a range of appropriate administrative duties to support teaching activities as required.

Monitoring and assessment

- Monitoring and assess the SEN group under the supervision of the Asst SENCO.
- Support teachers in evaluating pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where necessary, modify methods to meet individual and/or group needs.
- Assist in the maintenance of records of children's progress.
- Carry out programmes of observation and assessment as planned by the appropriate professionals.
- Provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.

Mentoring, Supervision and Development

- Guide the work of other less experienced adults supporting teaching and learning in the classroom when required.
- Attend and participate in staff meetings and training days as requested.
- Undertake supervisory responsibilities for staff providing supervision of children during lunch and break periods.

Behaviour and Pastoral

- Recognise and challenge any incidents involving bullying, harassment or misuse of equal opportunities, ensuring compliance with relevant school policies and procedures.
- Identify and monitor suspected or actual cases of child abuse, referring such matters to the appropriate designated person for further action.
- Assist with maintaining good discipline of pupils throughout the school at all times. Escort and supervise pupils on planned visits/journeys. Escort children home or to hospital if necessary.
- Assist with the reception and departure of children at the beginning and end of school sessions.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, caring for sick, injured or distressed children).
- Provide physical support and maintain personal equipment used by the children at the school.
- Volunteer to administer medication throughout the school day as appropriate.
- Carry out therapy programmes under the direction of professionals, as and when required.
- Foster and maintain close and supportive relationships with parents, referring difficult or sensitive matters concerning pupils to teaching staff.
- To abide by and work towards all the policies within the school e.g. Health and Safety and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other subordinate legislation.
- To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.
- To demonstrate and promote the positive values, attitudes and behaviour you expect from the pupils you work with.
- To assist with children at the beginning and end of the day and in the playground as required.
- To attend meetings with line managers as required.

- To work with the line manager about timetable arrangements, and when appropriate, be responsible for arranging cover when Teaching Assistants are absent.
- To work co-operatively with other members of staff, attending half-termly meetings with the Head and/or Deputy Headteacher.
- Any other duties required by the Class teacher/SEN and Headship Team.

General

- Contribute to overall ethos/work/aims of the school.
- To assist in the general care of the school environment by undertaking tidying of general areas.

The post holder shall ensure that the duties of the posts are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.