LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST

SEN 1:1 Support

Job Description & Person Specification

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Job Description

Purpose of the Post:	Support students with a range of additional needs, taking a proactive role in supporting the educational, social and physical needs of students at our school. Support teaching and learning across the curriculum, aiding the teacher in the practical organisation of class activities and small group work and interventions.
Reporting to:	Operational SENDCo
Key Contacts:	Teachers, support staff, students, parents, external agencies
Location:	Based at Penrice Academy but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.

Principal Responsibilities:

- To assist individuals and groups of students in developing knowledge, skills and attitudes as defined by the curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
- To plan provisions taking into account the initial starting point, current attainment and targets of the students.
- To advance, track and monitor this progress in an agreed manner.
- To prepare, use and maintain relevant teaching resources for use in small groups and by class teachers as required.
- To establish a professional supportive relationship with the student/s concerned and to encourage acceptance and independence of all students.
- To deliver provisions, either in small groups or in classes, to be resourced and assessed by the responsible party, where necessary as benefits student progress.
- To invigilate examination and tests or act as a 1:1 for concessions.
- To assist with the assessment, monitoring and recording of student's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the wellbeing and educational needs of children to the Teacher or SENDCo as appropriate.
- To be aware of confidential issues linked to home/student/teacher/school work and to ensure the confidentiality of such sensitive information.
- To supervise an individual or small group of students within a class under the overall control of the teacher.
- To meet the needs of students with emotional and behavioural difficulties. To control the student to prevent harm and disruption to the student or others, within the limits of the post holders training (e.g. Team Teach) and school policies and procedures.

- To encourage students to interact and work co-operatively with others and to engage all students in learning activities.
- To build and maintain supportive relationships with students, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all students.
- To promote students' independence and employ strategies which recognise and reward students' self-reliance.
- To demonstrate and promote positive values, attitudes and high standards of behaviour. To anticipate and manage behaviour constructively, promoting students' self-control and independence.
- To deliver other out of school learning activities as agreed by the Academy with contractual bounds.
- To assist with lunch and break time supervision of students on a rota basis.
- To accompany students on educational visits and outings as supervised by the teacher.
- To meet with the SENDCO and/or other appropriate staff on a regular basis.
- To promote understanding of individual needs by delivering school-based INSET to staff.
- To meet the mobility needs of the student, assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training.

General Responsibilities applicable to all staff:

- To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- To work effectively with other members of staff to meet the needs of all students.
- To work with professionalism in line with the Trust's Code of Conduct.
- To attend staff meetings and Trust-based INSET as required.
- To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- To be aware of and adhere to all applicable Trust policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- This Job Description may be amended at any time in consultation with the postholder.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	❖ Attainment of 4 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude	❖ Evidence of study after GCSE ❖ NVQ Teaching and Learning ❖ HLTA Status ❖ TA Apprenticeship ❖ Autism Champion Status ❖ Other qualifications, e.g. coaching	Application Form / Interview
Experience	❖ Previous experience of working with children ❖ Experience of working with groups of people	❖ Previous experience of working with children in a classroom environment or similar ❖ Experience of working with children with challenging individual needs ❖ Experience of teaching groups of students / running group interventions ❖ Experience of monitoring progress ❖ Experience of working with special conditions	Application Form / Interview
Specialist Knowledge and Skills	❖ Good levels of literacy and numeracy ❖ Admin and Organisational skills ❖ High level of oral and written communication skills ❖ Ability to prioritise between different demands and work to deadlines ❖ Ability to work without supervision ❖ ICT Competency ❖ Understanding of SEN	❖ Knowledge of issues relevant to education and child development ❖ Understanding of specific SEN conditions	Application Form / Interview
Personal Qualities	❖ A strong commitment to safeguarding children and young people; full awareness and knowledge of current national legislation for safeguarding and child protection ❖ To believe in the importance of team work and a collaborative approach, to be able to contribute		Application Form / Interview

	effectively to a team and build supportive working relationships with colleagues ❖ Willingness to be deployed to work with special conditions ❖ A desire to play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow in this example ❖ Confident, outgoing, patient, good listening skills, compassionate, self-motivated		
Values Related Qualities	❖ **Collaborate** – ability to work effectively as a team ❖ **Empower** – ability to take initiative and problem solve in order to improve performance ❖ **Leadership** – To lead by example and achieve shared goals ❖ **Transformation** – ability to recognise a need for change and adapt accordingly		Application Form / Interview

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.
All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.