Burnt Ash
PRIMARY SCHOOL

Job Description
SEN Early Years Practitioner to work in our Additional Resources Provision

Main Purpose

- To work positively with individuals or groups with a range of complex needs enabling children to fully engage and challenge their learning.
- To positively promote the vision and values of the school at all times acting as an ambassador, actively promoting high standards.
- Be a proactive member of a multi-disciplinary team, under the leadership and supervision of the teacher and senior staff.
- To assist the teacher in the management of pupils, their personalised learning, medical and self-care needs within the learning environment.
- To be aware of and working in line with the SEN Code of Practice 2014 at all times
- To promote the us of play to engage children in their learning and early development
- To undertake a mid-day meal supervisor role for up to one hour each working day supervising children with complex needs.

Summary of Responsibilities
Support for Pupils

- Supervise and provide support for pupils with special needs, ensuring their access to learning activities.
- Assist with the development and implementation of individual education, behaviour and care plans.
- Establish positive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Promote independence and resilience.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Promote positive behaviour.
- Manage dysregulation and/or challenging behaviour in accordance with the established policies and in accordance with the pupil's individual needs.
- Use resources to support the children's Speech and Language, Occupational Therapy plus other aspects of needs.
- Assist to the pupils' personal needs including their social, health and hygiene development

Support for Teachers

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals and work toward the EHCP outcomes for pupils.
- Assist with the planning and adaptation of learning activities using the children's individual targets and interests

- Monitor pupils' responses to learning activities through observation and accurately record achievement and progress sharing this information with the teacher and other LSAs.
- Promote positive behaviour, dealing promptly with disruption and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive and supportive relationships with parents/carers and pupils liaising sensitively and effectively and in agreement with the teacher within your role
- Create and maintain a purposeful, organised and appropriate environment, in accordance with the needs of the children
- Provide administrative support to ensure the smooth running of the class.
- Assist with the emotional regulation of children in accordance with policy and the individual needs of the pupil.

Support for the Curriculum

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupils' needs and responses.
- Undertake literacy and numeracy programmes, recording achievement and progress that is appropriate for the individual pupil and feeding back to the teacher.
- Help pupils to access learning activities through specialist support
- Use ICT to support learning activities and develop pupils' independence.
- Prepare and adapt resources to support the learning of groups or individuals.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Attend and participate in relevant development, training and meetings.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To ensure children are offered a safe environment.
- To undertake any other duties within the school as requested by the Headteacher or Senior Leadership Team.

All Staff at Burnt Ash primary School are expected to maintain our agreed standards and in accordance with the staff's Code of Conduct

Staff at Burnt Ash Primary will:

- Be ambassadors for the school.
- Embrace a challenging culture - where only the best is good enough
- Demonstrate a positive mind-set - aspiring to be the best they can be and support others to do the same.

- Communicate in a clear and positive manner to different audiences – children, parents, staff and visitors. They will use appropriate body language and non-verbal expression.
- Role model politeness and respect to others – including colleagues, children and parents.
- Use time efficiently, both their own and others'.
- Be proactive regarding their professional development and learning.
- Be reflective about their own practice and consider its impact.
- Be creative and prepared to try out new ideas.
- Always role model high expectations.
- Dress in a smart, professional and appropriate manner.