

JOB DESCRIPTION

School: WILSON PRIMARY SCHOOL	Department/Division: Education & Community Services
Post Reference No: K381 dated :22.5.19	Location: Wilson Primary School
Job Title: SEN Practitioner	Grade/Salary Range: RG4b

JOB PURPOSE

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing and delivering learning activities for individuals, groups and whole classes within a specialist SEN classroom (The Pathways/Footsteps Classes). The post holder will also be responsible for monitoring pupils and assessing, recording and reporting on pupil's achievement progress and development.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

- To be responsible to the Pathways/Footsteps classroom teacher and SENCO.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS AND CURRICULUM

- Attend to pupil's personal needs and implement personal support with behaviour, social, health, physical, hygiene, first aid and welfare matters.
- Establish support for pupils ensuring their safety and access to learning.
- Establish productive and effective working relationships with pupils acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils reducing barriers to learning.
- Encourage pupils to interact, play and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward effort and achievements towards self-reliance.
- Provide feedback to pupils in relation to effort, behaviour, progress and achievement under guidance of the teacher.
- Assist with the development and implementation of IEP's.
- To take account of pupils interest, language and cultural backgrounds

SUPPORT FOR TEACHERS

- Organise and manage appropriate learning environment and resources in the class.
- As agreed with the teacher plan and lead with challenging teaching and learning objectives across all areas of learning and respond to a child's individual needs.
- Monitor and evaluate pupil responses to learning activities through observation, assessment and monitoring strategies against IEP's, EYFS & National Curriculum objectives.
- To contribute to the recording of progress and achievement and provide evidence of range and level of progress and attainment.
- Manage behaviour constructively promoting the development of self-control and independence within the schools behaviour management policy
- Promote good pupil behaviour and promote positive values and attitudes.

- Support parents in understanding their child's levels of development and learning needs and contribute to /lead meetings with parents to provide constructive feedback on pupil's development progress and achievement.
- Make resources for areas of learning for the Pathways class.
- Support with administrative tasks in the Pathways class as directed.
- Work collectively and promote the values and principles of the staff team.

SUPPORT FOR THE SCHOOL

- Contribute to the overall ethos, aim and work of the school.
- Comply with, promote and assist with the development of policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Establish and sustain constructive relationships and communicate with other agencies and professionals - liaison with the teacher to support achievement and progress of all pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Attend relevant meetings as required, including planning, training and in-service days
- Participate in training and other learning activities and performance management as required.
- To take an active interest in all aspects of SEN & curriculum development and keep abreast of changes in guidelines.
- Accompanying teaching staff and pupils on visits and trips
- Liaise with senior management team and Pathways teacher, teaching assistants and trainees.
- Work within agreed school policies, curriculum policies and school procedures.
- Constantly improve own practice, knowledge through self-evaluation and learning from others.
- Motivate others, organise and participate as an active member of the team.
- To provide parents with a welcoming environment in which they feel they can share concerns and information.

GATEWAY

No gateway criteria

SCOPE OF JOB (Budgetary/Resource control, Impact)

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PERSON SPECIFICATION

School: WILSON PRIMARY SCHOOL	Education & Community Services
Job Title: EARLY YEARS PRACTITIONER	Post Reference No:

Qualifications/Education/Training:

NNEB, DCE or NVQ3 or equivalent experience/training.

Good Numeracy/literacy skills

Training in the relevant learning strategies

First aid training/training as appropriate

Experience

Working with or caring for children of relevant age

Knowledge, Skills and Abilities

Effective use of ICT to support learning

Use of other equipment technology - video, photocopier

Understanding of relevant policies/codes of practice and awareness of relevant legislation

To have a clear understanding of Early Years Foundation Stage curriculum and other basic learning programmes/strategies

To be able to demonstrate an understanding of child development, learning and inclusive practice.

Ability to self-evaluate learning needs and actively seek learning opportunities

Ability to relate well to children and adults

Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

To work on own initiative.

Specific Working Requirements

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