

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> SEN Support Assistant (linked to funding)	<b>Grade:</b> C (points 4 – 6)
<b>Job Family:</b> Educational Support	
<p><b><u>Overall Purpose of Job:</u></b></p> <p>As an SEN Support Assistant, you will provide one to one personal support for pupils with additional needs who are in receipt of an Education Health Care Plan. You will provide special educational and/or medical support to ensure their successful engagement with and access to learning. You will need to maintain professional records and appropriate notes in relation to the individual pupil.</p>	
<p><b><u>Main Responsibilities:</u></b></p> <p><b>Support the pupil:</b></p> <ol style="list-style-type: none"> <li>1. Ensuring a pupil with an Education Health Care Plan (EHCP) is able to access the curriculum and engage successfully in the learning process</li> <li>2. Attending appropriate training to support the medical needs of a pupil (intimate care, catheterisation, tracheotomy, breathing apparatus, moving and handling, physiotherapy etc.)</li> <li>3. Attending to the personal care needs of a pupil and providing support for their emotional wellbeing ((intimate care, catheterisation, tracheotomy, breathing apparatus, moving and handling, physiotherapy etc.)</li> <li>4. Supporting a pupil consistently whilst recognising and responding to their individual needs.</li> <li>5. Establishing good relationships with pupils, acting as a role model and being aware of and responding to individual needs.</li> <li>6. Communicating with parents/carers, multi-disciplinary teams and senior leaders as directed, to be part of the holistic and effective team around the pupil.</li> <li>7. Encouraging the pupil to act independently as appropriate and promote their self-esteem</li> <li>8. Identify and celebrate areas of success for the pupil</li> <li>9. Provide feedback to the pupil in relation to their progress, achievement and other matters.</li> <li>10. Encouraging acceptance and inclusion of the pupil with additional needs</li> <li>11. Support the pupil in examination/formal test circumstances as directed.</li> </ol> <p><b>Support other staff:</b></p> <ol style="list-style-type: none"> <li>12. Supporting the delivery of guidance/advice to staff in the academy to support specific pupil needs.</li> <li>13. Assist other staff in planning, evaluating and adjusting learning activities as appropriate.</li> <li>14. Prepare and use specialist equipment, plans and resources to support pupils access to learning.</li> <li>15. Implement related personal programmes and records, report and monitor as required (e.g., feeding, social, health, physical, hygiene, first aid, toileting, behaviour, communication and interaction)</li> <li>16. Ensuring the health and safety of yourself and others and adhering to infection control criteria where relevant</li> <li>17. Ensuring changing areas are restocked with necessary equipment (e.g., wipes, gloves, disposable bags)</li> <li>18. Ensuring the cleanliness and operating readiness of changing areas and learning spaces (e.g., changing beds, emptying and washing out bins, bodily fluids etc)</li> <li>19. Ensuring the general tidiness of specific changing areas (e.g., spare clothes, containers for individual pads and other items needed for personal care duties)</li> </ol>	

20. Assisting with supervision of pupils out of lesson times, including before and after school and during lunchtimes, if required.
21. Creating and maintaining a purposeful, orderly and supportive environment in accordance with lesson plans

**Support the Academy:**

22. Being aware of confidential issues to home/pupil/teacher/schoolwork and keep confidence as appropriate.
23. Ensuring compliance to policies and procedures relating to intimate care, feeding, and moving and handling children.

**General:**

24. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
25. You will participate in training and other learning activities and performance development as required.
26. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
27. You will ensure strict confidentiality in all areas of work.
28. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
29. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
30. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
31. You will always comply with the Trust's policies and procedures.
32. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

**KNOWLEDGE, SKILLS & EXPERIENCE**

**Essential:**

- A good standard of written and numeracy skills (A/I/C)
- Experience of supporting a child with additional needs (A/I/R)
- Ability to support the medical and personal care needs of a child (A/I/R)
- Understanding of relevant policies/codes of practice (A/I)
- Understanding classroom roles and responsibilities and your own position within these (A/I)
- Good communication skills both oral and written (A/I/R)
- Ability to build trust with a pupil and their parents/carers (A/I/R)
- Experience of supporting and facilitating pupils learning and progress (A/I/R)
- Ability to use basic technology to support the role (A/I)
- Ability to build positive relationships with all stakeholders (A/I)
- Ability to work constructively as part of a team (A/I/R)

**Desirable:**

- Completion of DfES Teacher Assistant Induction Programme or equivalent (A/C)
- NVQ Level 2 or appropriate level of experience of operating in the classroom (A/I/C)
- Training in the relevant health care competencies (A/I/C)
- Training to support SEN pupils (A/I/C)
- Ability to use a hoist (A/I/R)
- Working with or caring for children of relevant age (A/I)
- Emergency First Aid or First aid at work qualification (C)

- Previous experience of working with young people preferably in a school setting (A/I)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

### **BEHAVIOURS**

- Proactive
- Organised
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy
- Adaptable

### **CONTACTS AND RELATIONSHIPS**

**Managers** - in daily contact with the Principal/Head of Academy/senior leaders and teaching staff within the academy

**Support Staff** – in daily contact with support staff involved with administration, classroom support, cleaning, site supervision, health and safety, and catering

**External** – in some contact with parents/carers, medical professionals, local authority staff, as required.

#### **Note:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.