

WHITCHURCH CE JUNIOR ACADEMY



JOB DESCRIPTION

Position: Special Educational Needs Support Worker

Dates:	Closing Date 2nd July 2021
Grade:	Level 3
Salary:	FTE £18,562 - £18,933 per annum (pro rata)
Location:	Whitchurch CE Junior Academy
Contract Type:	Fixed term contract from 1st September 2021 to 31st August 2022
Contract Term:	Part time, fixed term
Hours/Work patterns if Part Time	Monday to Friday 27.5 hrs per week, term time plus INSET days (39.2 weeks)

Job Purpose:

The St Bart's Multi-Academy Trust, in partnership with Governors, staff and children are seeking to appoint a Special Educational Needs Support Worker to work with teachers as part of a professional team supporting teaching and learning for SEN pupils. The role provides learning support for pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

Key Duties / Responsibilities:

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1. Implement planned learning activities/teaching programmes as directed by the teacher, adjusting activities according to pupils' responses as appropriate
2. Providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
8. Understand and support independent learning and inclusion of all pupils as required.
9. Work with pupils on therapy or care programmes, designed and supervised by a therapist/carer.
10. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve short periods of lifting, where mobility is an issue)
11. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
12. Update pupil records
13. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
14. Assist with break-time supervision including facilitating games and activities
15. Assist with escorting pupils on educational visits
16. Support pupils in using basic ICT
17. Undertake moving and handling activities as required, assembling and cleaning away of equipment
18. Any other duties appropriate to the post.

The successful candidate will:

- Be committed to the vision and values of the Academy
- Be reliable and resilient
- Have good communication skills, be organised and flexible

Person Specification:

Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
GCSEs in English and Maths highly desirable	x		
Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards.	x		
Knowledge and compliance with policies and procedures relevant to child protection and health and safety.			x
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	x		x

We offer:

- Enthusiastic, happy children who are eager to learn.
- The chance to work with staff who are friendly, skilled and willing to learn
- A supportive professional environment to work in.
- The opportunity to work amongst a pro-active team.

Closing date:

Closing date for applications is 2nd July 2021

Interviews:

Interviews will take place as soon as possible during week commencing 5th July 2021

Whitchurch CE Junior Academy is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

Whitchurch CE Junior Academy is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the 'Rehabilitation of Young Offenders Act 1974' and the successful applicant will be subject to an enhanced check by the Disclosure and Barring Service (DBS).

Applications:

Application packs can be obtained from our website:

<https://www.thewhitchurchcofefederation.com/>

Completed applications should be returned to: recruitment@whitchurch-jun.shropshire.sch.uk

Applicants must fully complete the application form. Any application form received and deemed to not be fully completed will not be shortlisted.

Contact Details:

Contact: School Business Manager, Carrie Marshall

Email: recruitment@whitchurch-jun.shropshire.sch.uk

Address: Whitchurch CE Junior Academy, Salisbury Road, Whitchurch, Shropshire SY13 1RX

Telephone: 01948 662255