

DEPARTMENT: SEND

DESIGNATION: SEN WELFARE PRACTITIONER

RESPONSIBLE TO: SENCO

POST GRADE: LEVEL 6

NAME:

Main Purpose of the Post

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing specialist assistance to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioral, social, communication, sensory or physical disabilities

Core Responsibilities, Tasks and Duties

I. General

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils with SEN
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional
- Monitor, assess, record and report on development, progress, and attainment, as agreed with the teacher, drawing any problems which cannot be resolved to the attention of the teacher
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Be involved in planning, organising, and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters.
- Take the lead in inducting pupils into specialist units, classes, or schools for pupils with special educational needs
- Monitor pupils' conduct and behaviour throughout the learning process and intervene to resolve complex, difficult or very challenging issues
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground, and dining areas
- Work with pupils not working to normal timetable
- Establish and maintain relationships with families and carers and other adults, e.g. speech therapists

- Advise and assist pupils in the proper use and deployment of complex personal and learning aides and equipment
- Escort and supervise pupils on educational and out of school activities
- Support the development/oversee the work of other support staff.
- Be responsible for the preparation, maintenance, and control of stocks of materials and resources
- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Day to day allocation of work to other staff, requiring occasional supervisory responsibility.
- Any other duties appropriate to the post.

II. Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Trust Health and Safety policy.

III. Professional Accountability

- The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives.

IV. Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

V. Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Declaration

The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.

Signed _____ Dated _____

Print name _____

PERSON SPECIFICATION

APPOINTMENT OF: SEN WELFARE PRACTITIONER

DEPARTMENT: SEND

Minimum Requirements	Measured by: A) Application B) Test/Exercise C) Interview
QUALIFICATIONS/TRAINING: It is essential that the post holder has: <ul style="list-style-type: none"> Meeting the national occupational standards (NOS) in Supporting Teaching and Learning level 3 and working at NVQ level 3. To be a qualified NNEB or hold other appropriate qualifications, (NNEB, BTEC, NVQ III, LSA01). 	A
EXPERIENCE/KNOWLEDGE: It is essential that the post holder has/is/will: <ul style="list-style-type: none"> Knowledge and compliance with policies and procedures relevant to child protection and health and safety. Knowledge of child protection. Demonstrate experience of, or have an ability, to work on own initiative. Demonstrate relevant work experience. 	A & C
SKILLS AND ABILITIES: It is essential that the post holder has/is/can: <ul style="list-style-type: none"> Skills and knowledge in providing specialist support to pupils. Work under pressure and maintain a professional input at all times. The ability to work as part of a team. Adaptability. Resourcefulness. Patience and resilience. Confidence in making decisions. Excellent communication and organisational skills. Enthusiastic. Dedicated. It is desirable that the post holder has/can: <ul style="list-style-type: none"> The ability to empathise. Communicate at all levels. 	C

ADDITIONAL FACTORS:**It is essential that the post holder is/has/can:**

- An ability to fulfil all spoken aspects of the role with confidence through the medium of English.
- A willingness to undertake appropriate training.
- Awareness and sensitivity with regard to equal opportunities and race equality.

C