



## HIGHWORTH GRAMMAR SCHOOL

### JOB DESCRIPTION 2021 - 2022

<b>Job Title:</b>	SEND Assistant
<b>Grade:</b>	Kent Range 6
<b>Employed For:</b>	37 hours per week; 39 weeks per year (term time only plus Staff Development Days)
<b>Responsible To:</b>	SENDCO
<b>Purpose:</b>	To assist in the support and integration of students with special educational needs so that they are able to address barriers to learning, raise aspirations and fulfil their potential.

#### RESPONSIBILITIES:

- Develop a mentoring relationship to motivate/raise aspirations with selected SEND and Pupil Premium students on a 1:1 or group situation both in and out of the classroom, implementing agreed action plans.
- Contribute to the development, monitoring and evaluation of student action plans using the four-part cycle: assess, plan, do, review.
- Maintain close liaison with subject staff in order to provide appropriate support in the development of students' organisational skills, study skills, behaviour management, anger management and other skills deemed appropriate.
- To maintain accurate records and share information with colleagues as appropriate and refer on as required.
- To liaise with the Careers Lead to access opportunities for SEND and Pupil Premium students to develop their full potential.
- To plan, organise and oversee key tasks in relation to the completion of their controlled assessments and examinations.
- To contribute to reviews and strategy meetings as required.
- Assistance on outings, school trips and Focus Days as required.
- Supervision of students during some lunch, break and after school times (you will be provided with a lunch break for yourself at a different time).
- Assist the administration and coordination of the school counselling service.
- To maintain qualified First Aider training and respond to first aid situations in accordance with school policy and procedure.
- Maintain regular contact with families/carers of students in need of extra support to secure positive family support and involvement in the child's learning.
- Comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

**Performance Development:**

- All Associate Staff must complete a satisfactory Performance Review in accordance with the Associate Staff Performance Review Policy to ensure pay progression.

**Staff Development:**

- To assess development and training needs and discuss with line manager.
- To set own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

**PERSON SPECIFICATION**

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Knowledge and skills equivalent to national qualifications Level 3 Qualified First Aid certificate
<b>EXPERIENCE</b>	Previous experience of working with SEND students and families in the public, private or voluntary sector Experience of advising/guiding others Experience of facilitating group work Experience of working with students with Autistic Spectrum Conditions (desirable)
<b>SKILLS AND ABILITIES</b>	Knowledge of coaching / mentoring strategies Ability to build rapport, engage and motivate others Good interpersonal and excellent communication, listening and observation skills Ability to deal with difficult/sensitive situations Ability to manage confidential information Organisational abilities and accurate record-keeping skills. Ability to work without immediate supervisions within the boundaries of the role
<b>KNOWLEDGE</b>	Sound knowledge and understanding of child growth and development Knowledge of barriers to learning Demonstrate an understanding of confidentiality and Safeguarding/Child Protection issues in a school setting