

# SEND ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

|                   |   |                   |              |
|-------------------|---|-------------------|--------------|
| <b>Job Title</b>  | SEND Assistant  | <b>Location</b>   | Wrenn School |
| <b>Salary</b>     | NJC Scale 4, Points 7-11<br>£25,584 - £27,269 FTE<br>35 hours per week<br>39 weeks per year (term time plus one week) | <b>Hours</b>      | Full time    |
| <b>Department</b> | SEND  | <b>Reports To</b> | SENDCO       |

## JOB PURPOSE:

To provide holistic support for students with identified SEND needs from home to classroom.  
Working within the SEND Code of Practice to promote full inclusion within our school.

## KEY RESPONSIBILITIES AND DUTIES:

### SEND ASSISTANT

- To provide educational support for students needs to include: Cognition and Learning, Communication and Interaction, social emotional and mental health and physical and sensory
- To provide support for students who have an EHC plan and those who are recorded on the Special Needs Register (K)
- To deliver support programmes to individuals or groups
- To keep accurate working records for all students and track progress and monitor impact.
- To act as a liaison between the school and the families of students with SEND
- To be involved in the programme planning and subsequent review meetings for all students.
- To assist in the preparation of reports and completion of reviews.
- Assist in providing access arrangements in formal exams for students on the SEN Register.
- Liaison with all stakeholders as required.
- Assist in the differentiating of in-class teaching material as appropriate.
- Attend regular meetings.
- Undertake any relevant training and courses.
- Undertake daily break time supervision duties.

### STUDENT WELFARE

- To undertake any other duties as reasonably requested.
- Support the pastoral structures within the school so that all students fulfil their potential
- To be aware of and comply with policies and procedures relating to child protection, equality and diversity, health, safety, security, confidentiality and GDPR, reporting any concerns using procedures as set out by the school. to the appropriate person in order to maintain a safe and secure learning environment for pupils.
- Maintain an environment which feels safe and enables students to report any concerns or complaints.

# SEND ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

## **OTHER DUTIES**

- Develop a broad understanding of the schemes of work, and modes of assessment to support teachers in differentiating appropriately for students with SEN.
- Assisting in preparing the learning environment
- Promote positive student behaviour in and around the school, to ensure a constructive working environment.
- Act to ensure pupils' health and safety.
- Following school policies and procedures especially those relating to child protection and health and safety.

## **SCHOOL ETHOS AND COMMUNITY**

- Reinforce and instil clear standards for and throughout the school.
- Promote the school's unique identity and celebrate its' achievements
- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders
- To be a positive role model of the values and behaviours that underpin the school vision.

## **SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST**

- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to collaborative work across Creative Education Trust schools and support other staff in participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role.

## **PERSONAL QUALITIES**

- Must be adaptable, flexible and change agile.
- A clear understanding and commitment to the school, Creative Education Trust and its vision.
- An ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels.
- High level interpersonal and communication skills.
- Commitment to inclusive education providing opportunity for achievement for all.
- Integrity, openness, energy and enthusiasm.

# SEND ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

| JOB REQUIREMENTS:                     |  |   |
|---------------------------------------|--|---|
|                                       | Essential  | Desirable   |
| <b>QUALIFICATIONS</b>                 | <ul style="list-style-type: none"> <li>Demonstrable levels of numeracy and literacy equivalent to GCSE (A*- C or 9-4) or above in English and Maths.</li> </ul>  | <ul style="list-style-type: none"> <li>Level 3 Supporting Teaching and Learning Qualification.</li> <li>Further relevant qualifications e.g. NVQ, TA Status or equivalent qualification in childcare.</li> </ul>  |
| <b>EXPERIENCE</b>                     | <ul style="list-style-type: none"> <li>Aptitude for working with young people.</li> </ul>  | <ul style="list-style-type: none"> <li>Working in a school environment.</li> <li>Working with young people preferably in a secondary education setting.</li> <li>Experience of delivering literacy and numeracy programmes to small groups or individuals.</li> </ul>   |
| <b>KNOWLEDGE AND UNDERSTANDING</b>    | <ul style="list-style-type: none"> <li>Understanding of the characteristics of working with students</li> <li>Awareness of relevant legislation relating to safeguarding</li> </ul>  | <ul style="list-style-type: none"> <li>Understanding of the characteristics of working with students with SEND needs.</li> </ul>  |
| <b>SKILLS AND PERSONAL ATTRIBUTES</b> | <ul style="list-style-type: none"> <li>Basic understanding of how students learn.</li> <li>Excellent communicator</li> <li>A 'Can Do' attitude and hardworking.</li> <li>Excellent timekeeping</li> <li>Excellent interpersonal skills with students, colleagues, parents and outside agencies</li> <li>Ability to give and receive effective feedback and act to improve own performance and that of others.</li> <li>Ability to explain ideas clearly and succinctly.</li> <li>Ability to ask for support and advice where necessary &amp; to work to tight deadlines under pressure.</li> <li>Self-motivating with a positive outlook and attention to detail</li> <li>Ability to build and work as part of an effective team.</li> </ul> | <ul style="list-style-type: none"> <li>Evidence of managing effectively personal development to support individual, team and whole school improvement.</li> <li>Commitment to and vision for developing links with the local community. A willingness to develop the school's partnerships with other schools and organisations.</li> </ul> |

# SEND ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

|                            |  |  |
|----------------------------|--|--|
|                            | <ul style="list-style-type: none"> <li>• Ability to see tasks through to a successful conclusion</li> <li>• Demonstrate caring, patience, energy, motivation, commitment and empathy.</li> </ul>   |  |
| <b>EQUAL OPPORTUNITIES</b> | A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity  |  |
| <b>SAFEGUARDING</b>        | A good understanding of up-to-date safeguarding requirements and best practice   |  |
| <b>OTHER REQUIREMENTS</b>  | A commitment to follow all requirements, training and adhere to all policies ensuring and promoting the safeguarding and welfare of students. A commitment to working to improve the life chances of all the young people in our School. |  |

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**