Job Description

As well as the responsibilities set out below there may on occasion be reasonable requests for other duties not listed. These will always be within the scope of your role and capability.

Job Title	SEND Education Support	**Location**	Mangotsfield	**Hours**	35
Reports to	Deputy SENDCO	**Line Manages**		**Grade**	9

Qualifications: Good standard of Education with English and Maths, Experience of working with young people with SEND. Desirable: Extra training in areas related to SEND interventions, such as training in specific evidence-based interventions related to literacy/numeracy/speech and language etc; knowledge and experience of provision mapping processes and tools.

Role Profile

Your key role will be planning and delivering targeted interventions to identified students who need additional support with maintaining high expectations and identifying personal aspirations. Under the direction of the Special Education Needs & Disability Coordinator, work as part of a team to promote the emotional, physical and educational development of pupils, including those with special needs.

Person Specification

- An experienced, enthusiastic, proactive and resourceful person who is committed to securing high standards for all young people.
- You will have up to date knowledge and continuing professional development in any specialist area of responsibility
- You will be able to demonstrate commitment to recent training related to SEND interventions
- You will understand what constitutes an effective intervention and will understand how to use data to inform the intent, implementation and impact of any intervention work
- Someone with good communication and organisational skills that will include dealing with parents, outside agencies and the students.
- Someone with endless supplies of compassion and patience as well as the confidence to work with secondary students from KS3 to KS5
- Excellent organisation skills and excellent written and verbal communication skills

Responsibilities

Supporting the student

- Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children, including those with special needs.
- Contribute to the Assess, Plan, Do, Review cycle for students on the SEND register.
- Accompany students on off-site activities and external provisions e.g. school trips, placements.
- Monitor student's responses to learning activities and encourage them to take an interest in their own learning.

Job Description

As well as the responsibilities set out below there may on occasion be reasonable requests for other duties not listed. These will always be within the scope of your role and capability.

- Develop and maintain effective learning relationships with individual students and groups to ensure that students achieve learning targets.
- Interpret instructions to students to enable them to complete the task in hand.
- Support with the planning and lead where appropriate group work and 1:1 intervention sessions for students

- Undertake support activities outside of lessons e.g. break/lunch time supervision, homework/breakfast club

- **Supporting the teacher**
- Assist with the organisation of the learning environment and ensure adequate supplies of learning materials.
- Take responsibility for maintaining accurate special needs records in accordance with school policies and data protection.
- Liaise with the classroom teacher in order to plan effective support.

- **Supporting the curriculum**
- Assist in the planning delivery and evaluation of learning activities for individuals, groups or the whole class, working with the teacher to ensure coverage of the curriculum, including ICT.
- Help students to develop their literacy and numeracy skills including reading, writing, number and shape.
- Lead small group literacy support classes.

- **Supporting the school**
- Provide consistent and effective support for colleagues in line with the responsibilities of this role.
- Assist with the implementation of a behaviour management programme.
- Support the maintenance of student safety and security and minimise the risks from health emergencies.
- Build successful relationships with students, parents, teaching staff, support staff and outside agencies.