

## **JOB DESCRIPTION**

**Job Title: SEND Practitioner – Level 2**

**Responsible to: SENDCO**

**Salary Scale and Point:** Level 2, 3 – 5 **Contracted Hours:** Term Time only, 30 hours

### **Purpose of the job:**

- To work under the specific supervision, instruction, and guidance of the class teacher to support the teaching and learning activities in the classroom.
- To provide general support to the class teacher in the organisation and management of students and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all students, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To support students with physical and personal needs.
- To support learning in and out of classroom environment.
- To liaise with subject teachers and collect information for annual reviews round robins.
- To support and deliver academy Learning/Intervention programmes for individual or small groups

### **Key Responsibilities/Activities**

- To read /scribe in exams for the students as required throughout the academic year.
- To be able to use/access available data including IEPs
- To deliver morning intervention and record progress electronically
- To access data in order to review and monitor student's progress
- To liaise with classroom teachers and SEND Team Leaders and follow recommendations for supporting students.
- To use a variety of customised programmes for students.
- To liaise with SENDCO regarding SEND issues

### **Learning and Behaviour Support**

- To encourage students to interact positively with others and engage in activities led by the teacher.
- To liaise with classroom teachers in the differentiation of learning activities for SEND students.
- To administer routine tests, invigilate exams and undertake routine marking of students' work where appropriate.
- To administer agreed learning programmes, adjusting programmes according to student response.
- To undertake programmes linked to local and national strategies e.g. KS3/4 Literacy, Numeracy and feeding back to the teacher.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.

- To prepare, maintain and use equipment and resources required to meet the lesson plans, learning activity objectives and assist students in their use.

### **Professional Development**

- To appreciate and support the work of other professionals.
- To attend and participate in relevant meetings as required within normal contractual hours.
- To participate in school based and external training and other professional development activities as required in order to maintain knowledge in SEND.
- To abide by the LSA Ormiston Sheffield Professional Code of Conduct

### **Personal and Medical Care**

- To provide personal care and toileting assistance to students where appropriate.
- To encourage appropriate toileting (including following any toileting regimes which may be in place).
- To meet the physical/medical needs of students according to a student's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.

### **General**

- Be aware of and comply with all trust and school policies and procedures particularly relating to safeguarding, child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.
- Carry out all duties with regard to the school's policies and codes of conduct.
- Set high expectations of conduct, whilst acting as a good role model for others.

**The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties appropriate to the grade for the post as the Principal may from time to time reasonably determine. As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.**

**This position is subject to an enhanced Disclosure and Barring Service Check and suitable references for the successful applicant.**

## PERSON SPECIFICATION

	<b>Job Title:</b> LSA Level 2	<b>Grade:</b> Level 2, 3-5
<b>Education and Qualifications</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Good levels of literacy and numeracy</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• GCSE English and Maths or demonstrable levels of numeracy &amp; literacy equivalent to GCSE (A-C).</li> <li>• NVQ level 2 TA or equivalent</li> </ul>	
<b>Experience</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Experience of supporting students with SEND.</li> <li>• Experience of working with relevant age group within a learning environment.</li> <li>• General understanding of curriculum and other basic learning programmes/techniques.</li> <li>• Basic understanding of child development and learning.</li> <li>• Ability to relate well to children and adults.</li> <li>• General awareness of inclusion, especially within a school setting.</li> <li>• Able to meet needs of students in terms of personal care, toileting assistance and medical assistance to students.</li> <li>• Able to work within the guidelines of safeguarding children, child protection, health and safety and data protection.</li> <li>• To have set targets for IEPs.</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Have attended training as appropriate and relevant to the post.</li> </ul>	
<b>Skills</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Understanding and commitment to the safeguarding of children.</li> <li>• To be a role model and set standards for students in both behaviour and attitude to learning.</li> <li>• To be adaptable to changing circumstances and new ideas.</li> <li>• To have enthusiasm, energy, self-confidence and perseverance.</li> <li>• To be able to motivate both students and staff.</li> <li>• To think creatively and imaginatively and be able to identify opportunities.</li> <li>• To have resilience and determination.</li> <li>• To be committed to ensuring that every student is given the opportunity to achieve their potential and meet the high expectations set for them.</li> <li>• Ability to work flexibly and independently but within a team situation, leading by example and demonstrating resilience.</li> <li>• Patient and passionate in supporting children with Special Educational Needs.</li> <li>• To have an understanding of behaviour management strategies.</li> <li>• To have sound IT skills to support learning and maintain electronic information systems.</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Willingness to attend and participate in meetings to review student progress.</li> <li>• To have experience of working with a range of SEND needs and disabilities.</li> </ul>	

<b>Interpersonal Skills</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• A commitment to safeguarding and promoting welfare for all</li><li>• To have demonstrable effective oral and written communication skills.</li><li>• To have positive relationships with students, parents/carers, teachers and with external agencies.</li><li>• To use every opportunity to promote the academy to students, parents/carers and the wider community.</li><li>• To have good organisational and time management skills.</li></ul>		
<b>Prepared by:</b>	D Foreman	<b>Date:</b>	May 2023