

OLD BUCKENHAM HIGH SCHOOL JOB DESCRIPTION

SEND SUPPORT ASSISTANT

Line Managers job title:	SENDCo
Salary:	Points 3-4 of the Support Staff Scale FTE £22,737 to £23,114 FTE per annum £9,223 to £9,546 Pro rata per annum, including an allowance for holiday pay
Tenure:	Permanent
Contract type:	Term-time only
Hours per week:	17 hours 45 minutes

THE POST

Old Buckenham High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a SEND Support Assistant.

Our SEND Support Assistants are mainly classroom based supporting students in all curriculum areas and across all year groups - levels of need vary between year groups. Applicants will need a good basic education, good communication skills and an interest in working with young people.

As determined by student need, there may be access to specific training, such as courses run by Specialist Teachers of the Deaf, Educational Psychologists or specialists in Autism Spectrum Disorders.

In terms of career development, with this experience, you may decide to take a course to become a Higher Level Teaching Assistant (HLTA). With further study, you could become a fully qualified Special Educational Needs or Mainstream Teacher.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of a SEND Support Assistant are:

- sensitivity and understanding
- patience and the ability to remain calm in stressful situations
- to enjoy working with other people
- to be flexible and open to change
- excellent verbal communication skills
- understanding of a school environment
- the ability to deliver support programmes
- the ability to understand people's reactions
- active listening skills
- to be able to carry out basic tasks on a computer or hand-held device

JOB SPECIFICATION

- work inside or outside the classroom with individuals or groups
- adapt support according to needs
- look after children's physical, social and emotional welfare
- help to create a stimulating environment
- give information and help to teachers
- keep records and attend meetings
- Experience of working in an environment that can be physically and emotionally demanding is desirable but not essential
- Knowledge of the *Maximising the Impact of Teaching Assistants Scaffold* is desirable but not essential.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time only (normally 38 weeks)
Hours per week	17 hours 45 minutes
Normal working Pattern	Wednesday to Friday 08:30 - 15:15
Unpaid Breaks	50 minutes break
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	Until 31st March 2024

	<p>Annual holiday entitlement for full-time support staff is 36 days (including bank holidays), rising to 40 days after 5 years' service.</p> <p>From 1st April 2024</p> <p>Annual holiday entitlement for full-time support staff will reduce to 34 days (including bank holidays), rising to 38 days after 5 years' service.</p> <p>Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.</p>
CPD Days	<p>Your working hours do not include the automatic requirement to work on published CPD days, but you may be required to attend mandatory training and, in these cases, the additional hours may be claimed on a timesheet, where not already paid under another contract.</p>

REMUNERATION

- Points 3-4 of the Support Staff Salary Scale
- FTE Salary: **(INSERT SALARY RANGE)** per annum
- Pro rata salary: **(INSERT SALARY RANGE)** per annum **(DELETE IF N/A)**

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at **(insert rate)**, and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.