



OLD BUCKENHAM HIGH SCHOOL JOB DESCRIPTION

SEND SUPPORT ASSISTANT

Line Manager:	SENDCo
Salary:	Scale Point 3-4 of the Support Staff Salary Scale: FTE , £20,812 – £21,189 per annum Pro Rata £13,893 – £14,395 per annum

THE POST

Our SEND Support Assistants work primarily within curriculum areas but also have SEND Keyworker responsibility for Year groups. Levels of need vary between year groups and we are currently looking for staff with specialisms in Cognition and Learning and Social, Emotional and Mental Health.

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.

Old Buckenham High School is a member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six-month probationary period.

PERSON SPECIFICATION

You will need:

- 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.

HOURS OF WORK

Paid Weeks per year	38
Working weeks	Term Time Only
Hours per week	29 hours 35 minutes
Normal Working Pattern	Mon – Fri 08:30-15:15
Unpaid Breaks	50 minutes per day
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. The salary includes an additional £1,759 to £2,041 as holiday pay.
CPD Days	School CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days that fall on your normal working days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

Salary Details:

- Scale Point 3-4 of the Support Staff Salary Scale:
- **FTE**, £20,812 – £21,189 per annum
- **Pro Rata** £13,893 – £14,395 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 244 hours (including bank holidays), rising to 274 after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

The post-holder will be entitled to join Old Buckenham High School's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear workwear appropriate to the role and protective clothing will be provided by Old Buckenham High School where appropriate. 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 Old Buckenham High School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of 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.

REVIEW

The Job Description will be reviewed annually as part of Old Buckenham High School Performance Management programme.