

JOB DESCRIPTION

Post title	SEND Support Assistant	Reporting to	SENCO
Location	Shireland Collegiate Academy	Grade	Band D SCP 9-17 £21,269 - £24,920 per annum pro rata
Contract type	Permanent	Hours of work	32.5 hours

Post Summary

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

To work with individual and small groups of students in order to promote their inclusion and to provide support for teaching and personalised learning.

Duties and Responsibilities

To teach small groups of students supporting their learning needs.

To tutor individual students.

Support students' learning across the curriculum, tailoring support to match the students' needs.

To promote inclusion and contribute to the successful induction of new students to the Academy.

Support students' to become independent, co-operative and collaborative learners.

Support students' access to learning through the effective use of ICT.

To track progress of new students through their induction plans to ensure successful integration into the Academy.

Contribute to assessing the students' progress and support them in reviewing their own learning.

To contribute to the personal and social education of all students, including the development of students' self-esteem.

To contribute towards assessment records and be accountable for the work undertaken with students.

Identify and remove barriers to students learning

To continually develop expertise in the teaching of literacy.

Adapt and customise curriculum materials.

To keep records of and mark work completed during teaching sessions led by the post holder

Support teacher planning.

Contribute to the management of student's behaviour and encourage the students to conform to the Academy's expectations of behaviour.

Support students with to access extended school activities.

Promote students' well-being and resilience.

Support the transition and transfer of students.

Support teachers in the administration of examinations, tests and controlled assessments.

Escort and supervise students on educational visits and out of school activities.

To ensure and maintain confidentiality.

To act as a positive role model for students.

To attend staff meetings as requested.

To complete written records of student progress.

To support and maintain collaborative, productive working relationships with Academy staff and professionals from outside agencies.

To write risk assessments.

To support Year 6 at Summer School students.

Special Conditions of Employment

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

Equality and Diversity

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people

who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

Amendments

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.