



# Whitburn Church of England Academy

<b>SEND Support Assistant Job Description</b>	
<b>Purpose of the Post</b>	
<ul style="list-style-type: none"> <li>• Promote the ethos and principles of Whitburn Church of England Academy with all staff, students and the wider community by exercising the rights and responsibilities of the post</li> <li>• To realise the motto 'Excellence for All' by ensuring the highest possible standards of student personal development and well-being</li> <li>• Role model the teaching and learning behaviours expected by staff in the Academy</li> <li>• To support and encourage students to become independent learners, to provide support for their welfare and to support the inclusion of students in all aspects of school life</li> <li>• To provide specialist skills and knowledge in the area of SEN, for example a special focus on children with Speech and Language difficulties, those with SpLD, those with movement disorders or those with ASD</li> <li>• Under the guidance of the Special Educational Needs Coordinator (SENCO), implement and review intervention programmes for individuals/groups utilising specialist SEN knowledge</li> </ul>	
<b>Post</b>	<b>SEND Support Assistant</b>
<b>Academy Based Working time</b>	37 hours per week, term time only plus 5 days for summer school. 8.30 – 4.30pm (Mon – Thurs) 8.30 – 4pm (Fri) There is no holiday entitlement during term time.
<b>Scale</b>	<b>NJC SCP 12</b>
<b>Reporting to</b>	SENCO
<b>Main Duties</b>	<p><b>SEND Support</b></p> <ol style="list-style-type: none"> <li>1. Work with individuals or small groups of students to support their learning and help them access the curriculum</li> <li>2. Be accountable for the progress of supported students</li> <li>3. On direction from SENCO and with regard to individual EHCPs and other plans, provide specialist SEN 1:1 or small group support for identified students to enable them to overcome barriers to learning and make progress</li> <li>4. Prepare, produce and use a range of personalised resources to enable students to access their curriculum entitlement, progress their learning and improve their social, communication and interaction skills.</li> <li>5. Contribute effectively to the selection, development and use of teaching resources that meet the diversity of students' needs and interests</li> <li>6. Act upon the advice, as directed by the SENCO, from other professionals, such as speech and language therapists, Educational Psychologists and occupational therapists</li> <li>7. Be familiar with the school curriculum and the age-related expectations for the students with whom you support</li> <li>8. Work in partnership with parents/carers to help them to support student learning in school and at home</li> <li>9. Assist the SENCO with the assessment and recording of students' achievements and progress towards their individual targets</li> <li>10. Contribute to the development, implementation and review of strategies to ensure inclusion, showing initiative and demonstrating a solution focussed approach</li> <li>11. Encourage students' participation, progress and their response to learning tasks, providing constructive feedback and, where appropriate, personalising methods to meet individual and/or group needs</li> <li>12. Review the impact of interventions to assist in the provision of appropriate support for</li> </ol>

specific children.

13. Provide constructive feedback and make recommendations to class teachers and SENCO for future development
14. Support and implement exam access arrangements for students
15. Build a positive learning environment and encourage students to interact and work co-operatively with others. Seek to pre-empt off task behaviours and use de escalation / deflection techniques to refocus students swiftly
16. Use a range of behaviour management strategies when appropriate, in line with policies and procedures
17. Undertake tasks related to whole school activities, such as accompanying students and staff on educational visits
18. Support students during examinations in accordance with the regulations of the validating bodies
19. Undertake site supervision duties before and after school, at lunchtime and at break time as directed
20. Support students and staff before and after school eg with literacy interventions, homework club etc
21. To accompany students on trips, visits and other educational activities and organised events as needed
22. Support the student transition process (Year 6-7 and Post 16)

#### **B - Management of Information**

1. Evaluate the effectiveness and impact of intervention strategies and report findings in appropriate forums
2. Pay due regard to the academy calendar and use this to prioritise tasks effectively
3. Ensure that information regarding interventions is held securely, accurate, up to date and completed in a timely fashion, as directed by the SENCO

#### **C - Management of Resources**

1. Operate office equipment e.g. photocopier, computer etc
2. Arrange orderly and secure storage of resources and equipment
3. Assist with the cataloguing, preparing, issuing and maintaining equipment and materials e.g. Exam Reader pens
4. Ensure that you have a portable 'toolbox' of resources (pens, pencils etc) that can be used to ensure learning time is not lost

#### **D – Quality Assurance**

1. Share best practice with colleagues on strategies to support students with SEND
2. Be committed to self-evaluation and professional growth processes to identify and address areas for improvement
3. Attend Support and Teaching Staff INSET and other training as directed by the DHT Personnel / SENCO
4. Attend staff briefings / read briefing notes to ensure you are aware of key issues impacting upon students

#### **E – Liaison & Communication**

1. Form professional and collaborative working relationships with colleagues; promote teamwork and collegiality
2. Ensure all appropriate lines of communication are maintained for continued professional dialogue
3. Liaise with the SENCO, Safeguarding Team, Heads of Subject, Heads of Learning and teaching staff regarding student welfare, progress made, problems arising, and any difficulties with accessing work and / or resources
4. Contribute positively to meetings / briefings to ensure that provision for students is constantly improved.

**Other Duties**

1. Adhere to the Academy Staff Code of Conduct
2. Discharge your duty of care for your own and others' health and safety
3. Demonstrate a commitment to safeguarding and promote the welfare of children and young people, staff and volunteers
4. Undertake training and development as required, in particular addressing issues raised through School Review
5. Be courteous to colleagues, students and parents and provide a welcoming environment to guests
6. Advise the Academy of any disability you may have or develop so that the Academy can endeavour to make any necessary reasonable adjustments to the job and the working environment
7. The post holder must carry out their duties with full regard to equal opportunities
8. The post holder must act in compliance with data protection law in respecting the privacy of personal information held by the Academy
9. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information
10. Other duties will be required as and when necessary to the post from time to time. The job description is current at the date shown but, in conjunction, with the post-holder, may be revised by the Principal to reflect and anticipate changes in the job that are commensurate with the grade and job title. Such variations that are made to the duties and responsibilities will not change the general character of the post

***Whitburn Church of England Academy is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.***