



# Old Dalby C of E Primary School



Job Description: SEND Support Worker

**Job Title:** SEND Support Worker

**Line Manager:** SENDCo

**Main Functions:** To assist in promoting the learning and personal development of pupils to enable them to make best use of the educational opportunities available to them.

1. Create resources to support SEND pupils' independent learning in all classes.
2. To liaise with class teachers and SENDCo to understand the needs of children in all classes.
3. Work with pupils from all classes, either 1:1 or in small groups on academic or pastoral interventions.
4. Follow advice from outside agencies to help meet the needs of children.
5. Liaise with class teachers, SENDCo and other professionals about individual pupil passports, contributing to the planning and delivery as appropriate
6. Providing additional nurture to individuals when requested by the class teacher or SENDCo
7. Consistently and effectively implementing agreed behaviour management strategies
8. To aid the pupils to learn as effectively as possible both in group situations and on their own by, for example:
  - Providing clear instructions for class or independent tasks eg visual cues, using symbol software etc
  - Ensuring the pupils are able to access tasks set by their class teacher or creating a parallel task more appropriate to children's needs
  - Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
  - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
  - Helping to make appropriate resources to support the pupil
9. To establish supportive relationships with the pupils concerned.
10. To promote the acceptance and inclusion of the pupil with SEND, encouraging pupils to interact with each other in an appropriate and acceptable manner.
11. Monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teachers to achieve the intended learning outcomes.
12. To give positive encouragement, feedback and praise to reinforce and sustain the pupils' efforts and develop self-reliance and self-esteem.
13. To mark pupils' work under the direction of the class teacher.
14. To support the pupils in developing social skills both in and out of the classroom.



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15. To support the use of ICT in learning activities and with specific programmes to support learning.
16. To provide regular feedback on the pupils' learning and behaviour to the teacher/SENDCo/parents, including feedback on the effectiveness of the behaviour strategies adopted.
17. Under the direction of the teacher or SENDCo, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
18. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.
19. Where appropriate, to know and apply positive handling techniques.
20. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
21. Where appropriate, to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
22. To be aware of confidential issues linked to home/pupil/teacher/school.
23. To contribute towards reviews of the pupils' progress as appropriate
24. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the school environment.
25. To take part in training activities offered by the school to further knowledge and skills of working with a child with SEND.
26. To be willing to support playground/break time supervision.
27. To accompany teachers and pupils on educational visits.
28. To provide individual support, as required, during examination sessions.
29. To support children with EAL.
30. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.