



## Job Description

### SEN Support Assistant

#### Grade 3

#### Salary and Hours

Salary: NJC Salary Scale. Grade 3 – Scale Point 5 to 7. FTE £21,575 to £22,369 (NJC Pay Award Pending).

Salary will be pro-rated based on the number of hours and weeks worked per year.

Hours: 31.5 per week

#### Job Description

**Daily Direction from: SENCO**

**All Support Staff are managed overall by the School Business Manager General**

#### Information:

The main purpose of the role will be to contribute to the inclusion work within the school by helping to raise standards of achievement in specified curriculum areas, providing specialist support to individual students and groups of students.

#### Duties: Support students by:

- addressing the educational needs of all SEN students who require support to overcome barriers to learning by developing their potential both inside and outside the classroom. Promoting inclusivity and full access to a given learning curriculum as outlined in the SEN Code of Practice 2014;
- providing practical support in relation to any identified physical need;
- assisting with personal care needs for those students with personal care plans and/or health care plans;
- providing one to one or group support to identified student/students in all areas of health and safety;
- working to establish a supportive relationship with the students;
- promoting and reinforcing students' self esteem;



- establishing positive relationships with students, acting as a positive role model for them and setting high expectations in relation to attainment and progress;
- working with other key workers from the Learning Support Team in supporting students' educational, social and health care needs under the guidance of the SENCO;
- working with students both within and outside lessons to help develop reading comprehension, the understanding of key concepts, the production of written work, the effective communication of what has been learnt, and the development of necessary skills in a given curriculum area;
- accompanying students on school trips as required;

## **Support the teacher by:**

- assisting in maintaining a safe and caring learning environment for students;
- working as part of a team in the development of individualised programmes of learning for students;
- advising of any individual care needs or adaptations to the classroom that may be needed to facilitate access;
- delivering specified programmes of study and support for individuals and small groups of students under close supervision by the class teacher and SENCO;
- liaising with subject teachers in the process of assessing an individual student's need and assisting with the provision and adaptation of appropriate teaching materials and strategies;

## **Support the school by:**

- Contributing to the overall ethos/work/aims of the school;
- being aware of and supporting difference, ensuring all students have equal access and opportunities to learn and develop;
- Operating under the direction of the SENCO to support the smooth and effective transfer and integration into school of particular students with specialist needs at key transition phases;
- continue to develop knowledge and understanding of SEN, keeping fully up to date with national and local developments;
- attending and contributing to SEND department meetings as an when requested/required;
- participate in individual reviews and target setting related to your working practice with the SENCO, attending training and other learning/development activities as required;



- being aware of and supporting the implementation of school's policies/procedures and working within their framework;
- having due regard to safeguarding, reporting concerns as necessary to the designated person;
- being aware of confidential issues linked to home, student, teacher, school work and to keep confidences as appropriate;
- playing a full part in school life by contributing to students' wider development;
- assisting in the supervision of students during the day as required, including lunch duty on a rota basis;

## **Further Statement:**

Undertaking any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

## **Supplementary Information:**

Term-time includes the days on which the school is open for pupils together with INSET days.

The nature of the post requires a flexible working pattern to meet the needs of the school and individual students. Working arrangements will be determined through consultation.

## **Health and Safety**

- It is an employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

## **General**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.



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Signed: \_\_\_\_\_ Member of Staff

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Head Teacher

Date: \_\_\_\_\_