**Job Title: Special Needs Assistant**

**School: Beeston Hill St Luke’s C of E Primary School**

**Pay Range: A1**

**Responsible to: Headteacher**

* To contribute to the caring and kind ethos in St Luke’s by treating children with the upmost care and concern.
* To provide a high level of 1:1 support for individual pupils within the class or in withdrawal situations.
* To develop knowledge of the particular needs of the child and seek advice from SENCO, Class teacher and outside agencies as required.
* To attend to any physical or medical needs as necessary.
* To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. visual aids
* To support the pupil in the playground, being mindful of their health and safety in relation to their condition, and encouraging safe interactive play.
* Provide positive reinforcements, praise and rewards.
* Facilitate inclusion in small group activities with peers and support interaction between them.
* To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
* To work as part of the school’s Complex Needs Team to ensure that the well-being and personal development of pupils with SEN will enhance their learning opportunities and life skills.
* To share knowledge with the SENCO and Class teacher to assist in the development of individual learning programmes in order to promote learning, positive behaviour and communication skills.
* To provide regular feedback to the Class teacher, SENCO and relevant outside agencies about the pupil’s difficulties and progress. To ensure individual evidence files and intervention records are completed and up to date as directed by the SENCO.
* To contribute verbally to the pupil’s termly and annual reviews by attending the meetings as necessary.
* To contribute and assist in the smooth transition of individual pupils between year groups and other settings.
* Attend home visits where necessary
* To participate in relevant professional development as deemed appropriate for the needs of the child.
* To be aware of and support difference, applying the school policies on learning and behaviour, and the statutory guidelines in relation to the SEND Code of Practice 2014 and other legislation relating to equal opportunities and disability discrimination.
* To maintain confidentiality and sensitivity to pupils’ needs. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
* To carry out duties as directed by the SENCO or Head Teacher.

**This school is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. All successful applicants will be subject to an enhanced Disclosure Barring Service check, ISA Barred List check, online search and satisfactory references.**