



## JOB DESCRIPTION

<b>Job Title:</b>	SEN Support Assistant
<b>School:</b>	Hayle Academy
<b>Salary:</b>	TPAT Point 6
<b>Calculation of Salary</b>	Pay Point £ ÷ 52.14 weeks ÷ 37 hpw x hours per week x weeks per year = Actual Annual Salary £
<b>Responsible to:</b>	SENCO / ARB Lead Teacher / Teaching Staff
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External:</b>	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Parents/Carers

### Main Purpose of the Job:

- To work proactively within a team of support assistants promoting the highest standards of teaching support.
- To take a pro-active role in the support of the educational, social and physical needs of the pupils.
- To support the curriculum and the school through the provision of high level assistance to the teacher in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils.
- To meet the needs of pupils with specific special education needs, within an ARB or a mainstream setting.

### Main Duties and Responsibilities:

- To work within a team of support assistants ensuring the highest standards of teaching support are maintained within the ARB Base and wider school.  
Supervisory duties will include: -
- providing advice and guidance to promote improvements in current practice;
- liaising with teachers and co-ordinators with regard to devising appropriate work programmes for students with SEN.
- To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
- To establish supportive relationships with the pupils to encourage acceptance, inclusion, social integration and individual development, promoting and reinforcing pupils' self-esteem.
- To oversee, manage and supervise groups of children undertaking lesson activities independently, under the overall responsibility of the teacher.

- To be responsible for the planning of teaching equipment, materials and other resources required to support the delivery of the curriculum activities as outlined in the Teachers lesson plans. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment, monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required.
- To be responsible for ensuring classrooms are left clean and tidy after lessons, and all teaching materials and resources are accounted for and stored securely when not in use. To ensure all wall displays are well maintained.
- To assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision.
- To accompany children on educational visits and outings as supervised by the Teacher.
- To assist with the assessment, monitoring and recording of children's progress, achievement, health, behaviour and general wellbeing and to feedback to the Teacher or Headteacher as appropriate.
- To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
- To assess, monitor and record children's progress in relation to IEP's, and to feedback to the SENCO/ARB Lead Teacher/Teacher with regard to children's progress and the success of IEP's, including making recommendations for alterations to improve the effectiveness of IEP's.
- To meet with the SENCO/ARB Lead Teacher and/or other appropriate staff on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils.
- To administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures, if trained.
- To carry out administrative tasks associated with all of the above duties as directed by the Teacher.
- To meet the mobility needs of the pupil assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training.
- To meet the needs of incontinent pupils.
- To meet the needs of pupils with emotional and behavioural difficulties. To regulate the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holders training, school policies and procedures.
- Carry out interventions and deliver therapy to pupils such as physiotherapy or speech and language therapy as guided by professionals, where training has been undertaken.
- Contribute to class meetings, staff meetings and school-based INSET.

#### General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all Trust policies and procedures;
- To undertake mandatory training as required by the Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Last Updated June 2022

## PERSON SPECIFICATION – SEN Support Assistant

Person Specification:	Essential	Desirable	Recruiting Method
<b>Education and Training</b>	High levels of literacy and numeracy Qualified to NVQ Level 2 or equivalent in a relevant area	Qualified to NVQ Level 3 or equivalent in a relevant area  Completion of the DfE Induction for Teaching Assistants  CLANSA or Cornwall Certificate in SEN	Application
<b>Skills and Experience</b>	Experience of working with children Organisational skills  Good communication skills  Able to prioritise between different demands  Able to work to deadlines  Self-motivated, and able to work in a team	Experience of working with SEN children in a school or similar environment  Experience of supervising or managing staff  Previous experience working with SEN children or adults  Previous experience in administering medical procedures / supporting personal care / delivering therapies	Application Interview Assessment
<b>Specialist Knowledge and Skills</b>	Knowledge of a particular area of the curriculum or children's needs (ie: early years, EBD, ALS, literacy, numeracy or ICT)  Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people  Demonstrates an awareness, understanding and commitment to equal opportunities	Knowledge of a range of issues relevant to special educational needs and child development  Able to react and deal effectively with challenging or unpredictable behaviours	Application Interview Assessment
<b>Behaviours and Values</b>	Be willing and flexible to work independently in a reasonable manner  Constructively support the positive ethos of the school by being self-aware and taking personal responsibility for being part of the broader team  Effective team player		Application Interview Assessment

	Trust and Integrity		
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