

**DEPARTMENT:**  **EXTENDED LEARNING**

**DESIGNATION:**   **SPECIAL EDUCATION NEEDS SUPPORT WORKER**

**RESPONSIBLE TO:**   **SENCO**

**POST GRADE:**  **LEVEL 3**

**NAME:**

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| **Main Purpose of the Post** |
| To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities. |
| **Core Responsibilities, Tasks and Duties** |
| 1. General  * Implement planned learning activities/teaching programmes as directed by the teacher, adjusting activities according to pupils’ responses as appropriate * Providing feedback to the teacher on pupil progress and behaviour * Support the teacher in recording pupil progress/activities * Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher * Support learning by arranging/providing resources for lessons/activities under the direction of the teacher * Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate * Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate * Understand and support independent learning and inclusion of all pupils as required. * Work with pupils on therapy or care programmes, designed and supervised by a therapist/care * Help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve short periods of lifting, where mobility is an issue) * Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training * Update pupil records * Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas * Assist with break-time supervision including facilitating games and activities * Assist with escorting pupils on educational visits * Support pupils in using basic ICT * Undertake moving and handling activities as required, assembling and cleaning away of equipment * Any other duties appropriate to the post  1. Health and Safety  * Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.  1. Professional Accountability  * The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives.  1. Safeguarding  * Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.  1. Equalities  * Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation. |
| **Declaration** |
| **The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.**  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PERSON SPECIFICATION**

**APPOINTMENT OF: SPECIAL EDUCATION NEEDS SUPPORT WORKER**

**DEPARTMENT: EXTENDED LEARNING**

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| **Minimum Requirements** | **Measured by:**  **A) Application**  **B) Test/Exercise**  **C) Interview** |
| **QUALIFICATIONS/TRAINING:**  **It is essential that the post holder has:**   * Has a good level of education: GSCE, Functional skills or equivalent pass in Maths and English. | **A** |
| **EXPERIENCE/KNOWLEDGE:**  **It is desirable that the post holder has:**   * Experience of working with students with SEN or social emotional and behavioural difficulties. * Knowledge of child protection. * Working knowledge of the National Curriculum and the Code of Practise. * Knowledge and compliance with policies and procedures relevant to child protection and health and safety | **A & C** |
| **SKILLS AND ABILITIES:**  **It is desirable that the post holder has/is:**   * Experience of working with students with social emotional and behavioural difficulties. * Knowledge of child protection. * Working knowledge of the National Curriculum and the Code of Practice. * Knowledge and compliance with policies and procedures relevant to child protection and health and safety | **A & C** |
| **ADDITIONAL FACTORS:**  **It is desirable that the post holder is/has/can:**   * Experience of working with students with social emotional and behavioural difficulties. * Knowledge of child protection. * Working knowledge of the National Curriculum and the Code of Practice. * Knowledge and compliance with policies and procedures relevant to child protection and health and safety | **C** |