

**DEPARTMENT: EXTENDED LEARNING**

**DESIGNATION: SPECIAL EDUCATION NEEDS SUPPORT ASSISTANT**

**RESPONSIBLE TO: SENCO**

**POST GRADE: LEVEL 5**

**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 specialist assistance 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  * Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils with SEN * Plan and evaluate specialist learning activities with the teacher, writing reports and records as required * Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional * Monitor, assess, record and report on development, progress and attainment, as agreed with the teacher, drawing any problems which cannot be resolved to the attention of the teacher * Select and adapt appropriate resources/methods to facilitate agreed learning activities * Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews * Attend to pupils’ personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters. * Be part of the induction of pupils into specialist units, main stream classes or schools for pupils with special educational needs * Monitor pupils’ conduct and behaviour throughout the learning process and intervene to resolve complex, difficult or very challenging issues * Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas * Work with pupils not working to normal timetable * Establish and maintain relationships with families and carers and other adults, e.g. speech therapists * Advise and assist pupils in the proper use and deployment of complex personal and learning aides and equipment * Escort and supervise pupils on educational and out of school activities and reporting issues to the teacher as appropriate * Be responsible for the preparation, maintenance and control of stocks of materials and resources * Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training * 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 ASSISTANT**

**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/is:**   * Good standard of general education including GCSE English & Maths grade C or above (or equivalent). * Meeting the national occupational standards (NOS) in Supporting Teaching and Learning level 3 and working at NVQ level 3. * Willingness to embrace personal development and undertake specific training.   **It is desirable that the post holder has:**   * Degree * Certificated additional relevant qualification e.g. NVQ/diploma. | **A** |
| **EXPERIENCE/KNOWLEDGE:**  **It is essential that the post holder has:**   * Previous experience of working with or caring for young people. * Knowledge and compliance with policies and procedures relevant to child protection and health and safety. * Sound organisational skills. * Good ICT skills.   **It is desirable that the post holder has:**   * Experience of working in an educational setting. * Experience of working with 11-16 age range. | **A & C** |
| **SKILLS AND ABILITIES:**  **It is essential that the post holder can:**   * Good communication skills both written and verbal. * Ability to work within a team. * Knowledge and understanding of issues relating to young people and providing specialist support to pupils.   **It is desirable that the post holder has:**   * Experience of meeting personal care needs of a young person. * Knowledge of manual handling techniques. * Knowledge of SEN code of practice and current educational issues. * Knowledge and understanding of barriers to learning. | **A & C** |
| **ADDITIONAL FACTORS:**  **It is essential that the post holder has:**   * A willingness to undertake appropriate training. * Awareness and sensitivity with regard to equal opportunities and race equality. * Patience and understanding of issues related to young people. * An ability to fulfil all spoken aspects of the role with confidence through the medium of English | **C** |