

# JOB DESCRIPTION



Name:

Post: **SEN Support Assistant**

Line Manager: SENCO

## Prime Objectives of the Post

- To support an individual's special educational provision in line with the pupil's Educational Health Care Plan or Personal Education Plan
- Adhere to and support the pupil's Health Care Plan and Risk Assessments
- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with the pupil, in or out of the classroom. This could involve assisting the teacher in planning and the management/preparation of resources.
- To support access to learning for the pupil and provide general support to the teacher in the management of the pupil
- To promote and support inclusion throughout the school

## Support for the Pupil

- Supervise and support the pupil ensuring their safety and access to learning
- Establish productive working relationships with the pupil, acting as a role model, setting high expectations and being aware of and responding appropriately to their individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage the pupil to interact and work co-operatively with others and engage pupils in activities
- Encourage the pupil to act independently as appropriate
- Assist with the development and implementation of IEPs as required
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters

## Support for Teachers

- Work with the teacher to establish an appropriate learning environment
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage the pupil to take responsibility for their own behaviour
- Provide any clerical and administrative support relating to the pupil as required
- Prepare and organise learning areas as required by the pupil
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested

## Support for the School

- Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- 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
- Assist with the supervision of the pupil out of lesson times, including before and after school and at lunchtimes
- Undertake planned supervision of the pupil during out of school hours learning activities if required
- Supervise pupils on visits, trips and out of school activities as required
- Maintain professional standards in relation to confidentiality and relationships with colleagues

This job description outlines the main duties and responsibilities of the post. It will be reviewed annually. However it may be amended at any time in negotiation with the postholder.

Signed..... Date.....

Signed

Reviewed..... Date.....

Headteacher