



JOB DESCRIPTION

Job Title:	Specialist SEN Support Assistant
Salary:	TPAT Point 7
Responsible to:	SENCO / Teaching Staff
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Parents/Carers

Main Purpose of the Job:

- To provide specialised and complex learning and care support for pupils with special educational needs (SEN). This will involve utilising training and experience and / or working with the teacher to plan and deliver specific learning activities that support pupils learning;
- To take a pro-active role in supporting the educational, social and physical needs of the pupils.

Main Duties and Responsibilities:

Supporting Pupils

- Build positive relationships with pupils, promoting high self-esteem and independence;
- Adapt communication style to respond to pupils according to their individual needs including the use of personalised communication systems (eg Alternative Augmented Communication (AAC) Devices and Picture Exchange Communication Systems (PECS));
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate;
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention;
- Assist with the development and delivery of individual education and health care plans and other support plans as needed;
- To meet the mobility needs of the pupil assisting in the use of a wheelchair, specialised seating and standing frame ensuring compliance with safe lifting procedures and associated training;
- To meet the intimate care needs of pupils and support in the development of an intimate care plan through use of equipment such as toileting chair, changing bed and hoist and medical devices such as feeding tubes, pegs; maintaining dignity at all times;
- To meet the needs of pupils with emotional and behavioural difficulties. To prevent harm and disruption to the pupil or others through high quality support, within the limits of the post holders training and school policies and procedures;

- To establish supportive relationships with the pupils to encourage acceptance, inclusion, social integration and individual development, promoting and reinforcing pupils' self-esteem.

Teaching and Learning

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom;
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning;
- Use ICT skills to advance pupils' learning including personalised communication tools;
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning;
- To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner;
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes;
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem;
- To support the pupil in developing social skills both in and out of the classroom;
- Monitor, record and report on progress and attainment;
- Supervise a class if the teacher is unavailable;
- Contribute to the overall ethos, aims and work of the school.

Working with Staff, Parents/Carers and relevant professionals

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision;
- Communicate effectively with parents and carers under the direction of teachers;
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers;
- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- Develop effective professional relationships with colleagues;
- 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/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 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 drug in line with school procedures if trained;
- To carry out administrative tasks associated with all of the above duties as directed by the teacher.

Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school;

- Take part in the school's appraisal procedures.

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.