

# Job Description

Job Title:	Special Education Needs Support Assistant
Grade:	Level 5

## JOB PURPOSE

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.

## KEY DUTIES / RESPONSIBILITIES

1. 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
2. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
3. Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional
4. 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
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities
6. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
7. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters.
8. Be part of the induction of pupils into specialist units, main stream classes or schools for pupils with special educational needs
9. Monitor pupils' conduct and behaviour throughout the learning process and intervene to resolve complex, difficult or very challenging issues
10. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
11. Work with pupils not working to normal timetable
12. Establish and maintain relationships with families and carers and other adults, e.g. speech therapists
13. Advise and assist pupils in the proper use and deployment of complex personal and learning aides and equipment
14. Escort and supervise pupils on educational and out of school activities and reporting issues to the teacher as appropriate
15. Be responsible for the preparation, maintenance and control of stocks of materials and resources
16. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
17. Be responsible for promoting and safeguarding the welfare of children and young people within the academy, raising any concerns following academy protocol/procedures
18. Any other duties appropriate to the post.

# Person Specification

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## PERSON SPECIFICATION

**Minimum Essential Requirements** - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Meeting the national occupational standards (NOS) in Supporting Teaching and Learning level 3 and working at NVQ level 3.	✓		
Skills and knowledge in providing specialist support to pupils.	✓		✓
Knowledge and compliance with policies and procedures relevant to child protection and health and safety.	✓		✓
An ability to fulfil all spoken aspects of the role with confidence through the medium of English			