

# Job Description

Job Title:	Special Education Needs Support Worker
Grade:	Level 3

## JOB PURPOSE

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.

## KEY DUTIES / RESPONSIBILITIES

1. Implement planned learning activities/teaching programmes as directed by the teacher, adjusting activities according to pupils' responses as appropriate
2. Providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
8. Understand and support independent learning and inclusion of all pupils as required
9. Work with pupils on therapy or care programmes, designed and supervised by a therapist/care
10. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as 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)
11. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
12. Update pupil records
13. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
14. Assist with break-time supervision including facilitating games and activities
15. Assist with escorting pupils on educational visits
16. Support pupils in using basic ICT
17. Undertake moving and handling activities as required, assembling and cleaning away of equipment
18. Be responsible for promoting and safeguarding the welfare of children and young people within the academy, raising any concerns following academy protocol/procedures
19. 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
Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards.			
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			