

JOB DESCRIPTION: SEND ASSISTANT

Job title:	SEND Assistant
Responsible to:	Principal/SENCo
Core purpose of the role:	We are seeking a passionate and experienced SEND Assistant to work in collaboration with the SENCo and Leaders in the strategic delivery of SEND support within our school community.

TRUST RESPONSIBILITIES

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Safeguarding children, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person
- To uphold our commitment to safeguarding and to promote the wellbeing of children
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests

KEY RESPONSIBILITIES

- Run targeted support groups: ASD, ADHD, Resilience, Sensory Circuits, Young Carers, Siblings of children with SEN
- Support teachers and families with children's evolving needs
- Assist with SEND paperwork
- Support teachers to develop visual aids for children
- Coordinate referrals jointly with SENCo and external agencies (school nurse, OT, etc.)
- Triage referrals from parents, carers, teachers, and self-referrals
- Support delivery of behaviour policy elements and social stories for school events (e.g., pantomime, trips)
- Lead transition programme for SEND pupils moving year groups and to other schools
- Support SEND review meetings and meet families of in-year admissions
- Build strong, trusting relationships with parents and carers, as a school representative, signposting them to appropriate support in areas such as parenting, family difficulties and accessing external services.
- Work with children to provide early intervention support for those experiencing emotional, social, or behavioural difficulties, through planned interventions (e.g. Drawing & Talking).
- Support pupils to improve their attendance, well-being, and engagement with learning through one-to-one or small group interventions.
- Liaise with teachers and other school staff to monitor pupils' attendance, progress and welfare, offering strategies and interventions where needed.

- Ensure that all confidential information is stored securely and handled in accordance with data protection laws and school policies.

HEALTH & SAFETY

To be aware of and comply with the Trust's health and safety policies.

SAFEGUARDING

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Aspire Academies Trust pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

DATA PROTECTION

To be aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Notes:

- This document does not form part of the contract of employment
- This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change
- The Trust has, at its discretion, the right to ask you to work in a different school across the Trust, if the need arises
- This role requires a combination of standing, sitting or walking
- Requirement for standing for long periods and/or working in awkward positions eg: sitting on low chairs
- The job may involve lifting children, for example after falls or accidents

PERSON SPECIFICATION

Qualifications/Knowledge/Experience	Essential/Desirable
Relevant qualifications or experience in working with children, families, and safeguarding (e.g., in social work, family support, or related fields).	E
Knowledge of safeguarding policies and procedures, including relevant legislation (e.g., Keeping Children Safe in Education).	E
Experience of working in a school or similar setting with a focus on supporting vulnerable children and families.	D
Strong interpersonal skills with the ability to build positive relationships with children, parents, and external agencies.	E
Excellent communication and organisational skills, with the ability to manage multiple priorities.	E
A non-judgmental, empathetic approach and the ability to handle sensitive situations with discretion and professionalism.	E
Excellent communications skills both written and verbal	E
Active listening skills	E

Name:

Signed:

Date: