



# SEND Support Assistant (Mainstream SEND Hub)



Harbour  
Learning  
Trust

## Job Description:

### SEND Support Assistant (Mainstream SEND Hub)

#### Purpose of Post

- To provide tailored support for pupils with communication and interaction needs and or cognition and learning needs both within the Mainstream SEND Hub and across the mainstream school, ensuring their individual needs as outlined in their EHCPs are met.
- To develop students' independence, emotional resilience, and social skills, while supporting them in achieving their individual targets.

Contract Type: Temporary for 2 years with potential for permanency  
Salary: Scale 2, Points 3-4 £24,796 - £25,185 (FTE)  
Actual Salary £18,546 - £18,837  
Hours: 32.5 hours per week Term Time + 5 days  
Reports to: Academy Principal  
Location: Ermine Academy, Lincoln

#### Main duties and responsibilities

##### Assisting in Teaching & Learning

- Support pupils, individually or in groups, so they can access the curriculum, take part in learning and make progress towards their learning objectives.
- Promote pupils independence, self-esteem and social inclusion. • Ensure all pupils safety and welfare.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Support the teaching of the SEND Hub curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support the SEND Hub teacher with maintaining good order and discipline among students, managing behaviour effectively to ensure an effective and safe learning environment.
- Organise and manage the SEND Hub teaching space, breakout spaces, and resources to help maintain a stimulating and safe learning environment.
- Observe student performance and share observations with the SEND Hub teacher.
- Use ICT skills to advance pupils learning.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons.
- Prepare the classroom for lessons and other activities.

##### General responsibilities as part of the school

- Promote the safety and wellbeing of pupils, and help to safeguard pupils wellbeing by following the school's policies and procedures related to SEND and to Inclusion, including Accessibility Plan, Safeguarding and Child Protection, Inclusion, Health and Safety, First Aid Policy, confidentiality and data protection.
- Follow the schools Health and Safety rules and procedures and adhere to safeguarding principles; and report all concerns to the appropriate person.
- Provide support with regard to the personal care, health and medical needs of students.
- Maintain knowledge and understanding relevant and up-to-date by reflecting on 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 and supervision procedures.
- To support teaching and learning by providing high quality support as part of a committed and flexible team.
- Contribute to the accurate and appropriate use of up-to-date recording systems including, but not limited to, those related to attendance, safe guarding, behaviour, progress and learning.
- Demonstrate a critical understanding of legislation, strategies, processes and developments within SEND and reflect this understanding in daily practice.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.

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#### Main duties and responsibilities

##### Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and with parents and carers under the direction of the SEND Hub teacher.
- Communicate 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.
- Contribute to meetings with parent/carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by SEND Hub teacher.
- With the SEND Hub teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Work collaboratively with the SEND Hub teacher, classroom teachers, support staff and other colleagues, including external staff.
- Develop effective professional relationships with colleagues.
- Make a positive contribution to the wider life and ethos of the school
- Support opportunities for agreed non-resourced pupils to access the transitional places within the SEND Hub as part of a carefully structured, targeted and planned approach by the SEND Hub teacher.
- To assist the SEND Hub teacher in the development of whole school inclusive ethos and support strategies.
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##### General

- Under the reasonable direction of the SEND Hub Teacher, support access to learning and the inclusion of pupils with a range of special educational needs within the SEND Hub.
- Support the SEND Hub Teacher and contribute to the learning, provision, wellbeing and outcomes of the pupils within the SEND Hub, within an environment that is vibrant and promotes a supportive and inclusive culture across the school.
- Promote the SEND Hub as an integral part of school/academy including the curriculum offer, knowledge and expertise that supports its pupils with additional needs, role modelling high quality provision.

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## Specification

## Essential

## Desirable

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|---|---|--|
| <p>Qualifications &amp; Training</p>              | <ul style="list-style-type: none"> <li>• GCSE Grade C or equivalent in English and Maths</li> <li>• Level 2 Teaching Assistant qualification (or equivalent) with experience supporting students with SEND.</li> <li>• First Aid qualification or willingness to undertake training.</li> <li>• Willingness to undertake training in SEND and related support strategies.</li> </ul>  | <ul style="list-style-type: none"> <li>• Evidence of continuous professional development and training</li> </ul>                   |
| <p>Experience</p>                                 | <ul style="list-style-type: none"> <li>• Experience of working within an educational environment</li> <li>• Experience of working with SEND pupils in an educational setting</li> <li>• Experience supporting students with communication and or cognition and learning needs in both academic and personal development</li> <li>• Experience of supervising and supporting students with additional needs, adapting resources and approaches to meet individual needs.</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience within an SRP, Mainstream SEND Hub or similar SEND-focused setting.</li> </ul> |
| <p>Professional knowledge &amp; understanding</p> | <ul style="list-style-type: none"> <li>• Understanding of Education, Health, and Care Plans (EHCPs) and experience supporting students to achieve their individual goals.</li> <li>• Knowledge of safeguarding procedures</li> <li>• Understanding of the differing needs of SEND pupils</li> </ul>   | <ul style="list-style-type: none"> <li>• The ability to use a computer and the main Google software.</li> </ul>                    |
| <p>Skills</p>                                     | <ul style="list-style-type: none"> <li>• Excellent communication skills and the ability to build trusting relationships with students, staff, and parents.</li> <li>• Strong organizational skills with the ability to manage multiple tasks and respond flexibly to changing needs.</li> <li>• Ability to manage diverse responsibilities and adapt to pupils needs, including medical, Mental Health and Wellbeing, and personal care requirements.</li> <li>• Knowledge of safeguarding procedures.</li> <li>• Ability to support the use of technology to enhance learning and promote student independence.</li> </ul>   |  |
| <p>Personal Attributes</p>                        | <ul style="list-style-type: none"> <li>• A strong commitment to the Trust values and ethos</li> <li>• Caring, patient, and empathetic with a strong commitment to inclusion and supporting the personal growth of students.</li> <li>• Commitment to support the Trust's agenda for safeguarding and equality and diversity</li> <li>• A flexible approach and a strong work ethic</li> <li>• Excellent time management and organisational skills</li> <li>• Resilient and adaptable, able to manage diverse responsibilities and prioritise student needs.</li> <li>• High integrity and professionalism in all aspects of the role, maintaining confidentiality and respecting all.</li> <li>• Enthusiastic about professional development and committed to enhancing knowledge in SEND and inclusion.</li> </ul> |  |

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. We passionately believe that every child should receive the very best education that prepares them fully for the future