

## TONBRIDGE GRAMMAR SCHOOL JOB PROFILE

Job Title:	Practical Support Assistant
Job Holder:	TBC
Line Managed By:	SENCO
Pay and Conditions:	Salary range: TGS3 currently £24,577 - £25,701 fte, actual salary £17,045 - £17,824 pro rata  30 hours over 5 days Term-time (39 weeks including Academy Days) Permanent

### Job Purpose

To provide specialist one-to-one support for identified students that:

- overcomes barriers to learning and making progress
- promotes independence, confidence and fosters inclusion, high self-esteem, and achievement within a culture of Equality and Diversity
- ensures wellbeing and safety

### Key areas of impact:

#### 1. Learning Access and Adaptation for Visually Impaired Student(s)

- Liaise with teaching staff to ensure lesson content is accessible and inclusive.
- Support the creation of personalised, differentiated resources for identified students.
- Modify classroom materials into accessible formats (e.g., large print, audio).
- Support students' progress towards specified targets within their Pupil Profile.
- Provide support for assessments, both formal and informal through examination access arrangements.
- Research, plan and implement the use of assistive technologies, providing direct student-support.

#### 2. Additional Support and Supervision for Designated Students

- Support students displaying emotional-based school avoidance (EBSA) by reassurance and practical assistance when the student requires help. This includes using positive coping strategies and emotional regulation techniques as advised.
- Support students with physical impairment moving around the school site.
- Foster students' confidence, resilience, independence, and self-advocacy skills.
- Act as the first point of contact for designated students during the school day.
- Contribute to accurate and confidential record-keeping relating to the needs of identified students.
- Implement strategies outlined in designated students' Support and Risk Plans and actively contribute to their review process.
- Support the communication with parents/carers regarding the needs of designated students.

#### 4. Collaboration and Communication

- Work closely with the SENCO and external specialists.
- Maintain detailed records of support provided and progress made.
- Attend relevant training and contribute to review meetings with parents/carers as directed by the SENCO, providing feedback on student progress, attainment and barriers to learning.
- Contribute to the review of the School's Accessibility Plan.

**Additional Tasks:**

- To play a full part in the life of the school community to support school ethos and to encourage students to follow this example
- To actively promote school policy
- To ensure personal appearance is consistently smart and professional
- To engage fully in staff review and development processes
- To demonstrate active commitment to CPD as agreed with the Line Manager

**Knowledge & Skills:**

- Knowledge and personal experience of the School's curriculum
- Safeguarding requirement for working with children
- Good literacy and numeracy skills
- Good communication and interpersonal skills
- Self-confident in dealing with you people
- Good behaviour management skills
- Good time management
- Good organisational skills
- Good ICT skills (PowerPoint and Word essential)
- First Aid training – although training will be provided where necessary
- The Data Protection Act and its implications for safe handling of school data

**Experience**

- Experience of working with young people with SEND
- Previous work in education

**Personal Qualities:**

- Ability to support students in all areas of the curriculum
- Ability to work independently
- Ability to use initiative and to motivate
- Creative approach to problem solving
- Self-confidence
- Ability and willingness to be flexible
- Willingness to work as member of a team
- Commitment to high standards
- Understanding the importance of confidentiality
- Commitment to the aims of Equal Opportunities

**Additional Notes**

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job profile.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed by Post holder.....

Signed by Head Teacher.....