



Reporting to: Headteacher, Deputy Head and Inclusion Leads

Heath Primary is committed to safeguarding and promoting the welfare of its pupils. Anyone applying to work in our school is expected to share this commitment.

Main Purpose of the Post

To support pupils with Special Educational Needs and Disabilities (SEND) and social, emotional and behavioural needs in the SEN classroom/unit

Key Responsibilities

Pupil Support

Support-pupils with SEND, SEMH and behavioural needs, both individually and in small groups.

- Support pupils to regulate emotions, develop social skills and engage positively with learning.
- Implement behaviour support strategies
- Build positive, professional relationships with pupils to promote confidence, independence and resilience.
- Support pupils during less structured times where appropriate.

SEND and Inclusion Administration

- Maintain and update Individual Education Plans (IEPs), behaviour logs and review documentation, alongside the class teachers.
- Keep accurate records of interventions, pupil progress and support strategies.
- Assist with preparing paperwork and reports for meetings and referrals involving external services and professionals.

Collaboration and Communication

- Attend meetings, and professional discussions as required.
- Liaise professionally with parents/carers and external professionals where directed.
- Contribute to reviews of pupil progress and next-step planning.

Safeguarding and Professional Responsibilities

- Promote safeguarding, pupil wellbeing and inclusion at all times.
- Follow school policies relating to safeguarding, behaviour, SEND and confidentiality.
- Participate in relevant training and professional development.
- Support the wider ethos and values of the school.

