

The St. Bart's Academy Trust

Job Description



Job Title:	Special Education Needs Practitioner (Schools Generic)
Grade:	Level 7 (Gauge Ref: N428)

Job Purpose

To provide classroom cover of up to 3 days during any short-term absence.

To work with teachers as part of a professional team to organise and support teaching and learning activities for SEN pupils, including classes. The primary focus is to work with individuals and groups delivering specified work under the direction and supervision of a qualified teacher. The individual provides specialist learning support for pupils identified as having learning difficulties, including complex and multiple special education needs, in a broad range of different learning situations and settings. The post holder also plans, organises and undertakes other related duties to fully support and underpin learning, personal and social development.

Key Duties / Responsibilities

1. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
2. Deliver specified work to individuals and small groups modifying and adapting activities as necessary
3. Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional
4. Provide specialist support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties
5. Monitor pupils conduct and behaviour throughout the learning process and intervene to resolve highly complex, difficult or very challenging issues
6. Assess, record and report on development, progress and attainment
7. Liaise with staff and other relevant professionals and provide specialist support/advice to meet the needs of pupils
8. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
9. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters
10. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
11. Develop and implement individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
12. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
13. Support the role of parents/carers in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc

14. Contribute to the development of policies and procedures
15. Be responsible for the preparation, maintenance and control of stocks of materials and resources
16. Liaise with external agencies on a regular basis
17. Provide pastoral care to pupils for example as head of year or tutor group
18. Be responsible for pupils who are not working to the normal timetable
19. Undertake training with specific area of expertise to ensure that staff, parents / carers are fully trained to meet the expectations of the school
20. Manage the induction of pupils into specialist units, classes or schools for pupils with special educational needs
21. Advise and assist pupils in the proper use and deployment of highly complex personal and learning aides and equipment
22. Be responsible for promoting and safeguarding the welfare of children and young people within the academy, raising any concerns following academy protocol/procedures
23. Any other duties appropriate to the post.

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Person Specification



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Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Meet the professional standards for Higher Level Teaching Assistants			
Demonstrate specialist knowledge and skills that are appropriate to providing specialist support to pupils with additional support needs			
An ability to fulfil all spoken aspects of the role with confidence through the medium of English			