

JOB DESCRIPTION

Job Details

Post Title	Designated Special Provision (DSP) Assistant
Responsible to	Line Manager

Purpose of job

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

Responsibilities

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
3. Support the teacher in monitoring, assessing and recording pupil progress/activities.
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
6. Support pupils in social and emotional wellbeing, reporting problems to the teacher as appropriate.
7. Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.
8. Understand and support independent learning and inclusion of all pupils as required.
9. Work with pupils on therapy or care programmes, designed and supervised by a therapist.
10. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities.

Individuals in this role may also undertake some of the following:

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
2. Update pupil records.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic IT.
1. Undertake moving and handling activities as required.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the DSP Assistant will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The DSP Assistant will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the DSP Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The DSP Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The DSP Assistant is employed for 32.5 hours per week for 39 weeks

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The DSP Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The DSP Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

Beanfield Primary School

Designated Special Provision (DSP) Assistant- Person Specification

Education and Qualifications	Criteria	Assessment
Qualified to GCSE or equivalent.	E	A
Further qualifications relevant to the post, e.g. Learning Support training, NVQ, communication, PMLD, autism courses.	D	A
Experience	Criteria	Assessment
Experience of work with SEN children; this can include voluntary or professional experience working in a school or a similar environment.	E	A/I
Ability to work collaboratively in a variety of team settings as part of a multi-disciplinary team; This will include professionals within Education, Health and Social care.	D	A/I
Knowledge and Understanding	Criteria	Assessment
Knowledge of autism spectrum disorders.	D	A/I
Knowledge of autism appropriate approaches including; TEACHH, PECS, Social stories.	D	A/I
Knowledge of SEN needs and appropriate approaches towards children with various needs.	E	A/I
Skills	Criteria	Assessment
Ability to maintain clear and concise notes and records.	E	A/I
Ability to communicate effectively with a range of adults and children including; alternate schools, families, colleagues and professionals.	E	A/I
Good organisational and time management skills.	E	A/I
Personal Qualities	Criteria	Assessment
Have a passion for education and developing the whole child.	E	I
Be able to demonstrate a commitment to personal professional development.	D	I
Positive and enthusiastic approach towards work.	E	I
Be able to work on own initiative, as well as part of a team, and under the direction of the Principal, Assistant Principal or Teaching staff.	E	I
High expectations of self and others.	E	I
Flexible and adaptable.	D	I

Criteria Key

E Essential
D Desirable

Assessment Key

A Application Form
I Interview