Kent County Council

Job Description: Welfare/SEN Assistant

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| **School:** Sandwich Junior School |  |
| **Grade:**  KR4 |  |
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| **Responsible to:** SENCO |  |

**Purpose of the Job:**

To work under the professional direction of the SENCO as part of the Inclusion team to support learning for vulnerable pupils including those identified with SEN. To engage with parents / carers and families to provide early intervention, support and guidance to increase engagement with the school and improve learning outcomes for pupils. To liaise with and undertake referrals to other agencies as appropriate. To assess, implement and monitor action plans to support individual pupils.

**Key duties and responsibilities:**

**Support for SENCO:**

1. Provide administrative and organisational support to the Inclusion Leader including preparing documentation (e.g. for EHCP/HNF applications), drafting correspondence, record keeping, coordinating and servicing meetings.
2. To maintain accurate records and share information with colleagues as appropriate and refer on as required
3. Attend meetings at the direction of the SENCO such as Attendance Meetings, review meetings (including Health, Speech and Language and other therapeutic services, STLS), SENCO forum meetings
4. In conjunction with the SENCO, school secretary and the class teacher, arrange in- school appointments with visiting medical / therapeutic practitioners – e.g. school nurse, physio, occupational therapist, speech and language service, play therapist, school counsellor, Early Help workers or School Liaison Officer for Attendance etc.
5. To work with the SENCO to undertake assessments, develop and monitor action plans and undertake individual case work with families to support them in addressing issues which might be impacting on their child’s learning
6. To undertake any other responsibilities deemed appropriate by the SENCO to support adequate provision for vulnerable pupils.

**Support for Families**

1. Establish and foster good relationships with parents/carers of children at the school and encourage good home / school communication
2. Liaise with teachers and encourage effective dialogue between parents / carers and teachers regarding their child’s progress
3. Provide advice and guidance to parents / carers to reinforce their self-esteem and ability to provide good parenting
4. Share information on practical childcare and parenting skills,including meeting the emotional needs of children, consistent discipline, healthy eating and attendance.
5. To work with parents / carers to identify why children are not achieving good attendance and assist in the implementation of measure to address this.
6. Work closely with Inclusion officers and attendance services.
7. Encourage parental involvement in the school and its activities and deliver a range of family related activities to promote parental involvement in the school-including liaising with other agencies to plan and develop family related activities
8. To signpost families to sources of advice and undertake referrals to other agencies as appropriate as directed by the SENCO
9. To develop and promote partnerships with other agencies to ensure pupils and families are able to access appropriate support
10. To liaise with other agencies supporting families and assist with referrals as appropriate
11. Liaise with the school’s Designate Safeguarding Leads to ensure that the child’s welfare is paramount, and any necessary action is taken at the earliest opportunity
12. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person