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| **Hunton CE Primary School**  Job description | |
| **Post title** | SEND Teaching Assistant / Family Liaison Officer |
| **Working hours** | 25-30 hours pw by agreement |
| **Line Manager** | SENDCO |
| **Grade of Post** | Kent Range 3 |
| **Main purposes of job:**  1. To provide administrative assistance to SENDCO.  2. Liaise with staff and other professionals and provide information about pupils as  appropriate.  3. Work with individuals and groups, under the direction of a teacher, to support learning. | |
| Key Duties:   1. Work with individuals and groups, under the direction of the teacher, to support progress , and social and emotional needs. 2. Contribute to the preparation of resources, planning and evaluation of lessons within a framework set by the teacher. 3. Establish effective communication with staff to ensure pupils’ needs are met and use detailed knowlege and specialist skills to support learning and progress, promote independence and develop social/emotional needs. 4. Liaise with parents, staff and other relevant professionals and provide information about pupils as appropriate. 5. Establish and foster good relationships with children parents/carers of children at the school. Encourage parental involvement in the school and its activities, offering effective support when necessary. 6. Share information on practical childcare and parenting skills, identifying need for support including how to meet the emotional needs of children (e.g. setting boundaries and consistent discipline). 7. To provide impartial information or referrals to parents about the school and relevant local services available to parents, children and families including those provided by education, social care, youth justice, childcare providers, the voluntary sector & others. 8. Assist colleagues with pupil attendance information. 9. Give close attention to early identification and prevention of absence habits. 10. Work with children and parents to identify why their children are not achieving full attendance. 11. Ascertain the probable causes of the absences and suggest and assist in the implementation of plans/actions to resolve the situation, working closely with school staff, the child and the child’s family. Work closely with Education Welfare Officers and School Attendance Officers. Carry out home visits where appropriate to support parents in ensuring that their children maintain full and regular attendance. 12. Where necessary, be involved in the Early Help Assessment process. 13. Contribute to the development and implementation of Individual Learning Plans / Provision Maps for pupils and gather information from pupils, parents, staff and other professionals for the completion of statutory paperwork prior to annual reviews. 14. Support the role of parents/ carers in children’s learning and contribute to meetings 15. For some pupils there may be a need to assist pupils with mobility, eating, dressing and hygiene, as required, whilst encouraging independence. 16. Participate in training and INSET. | |
| All support staff are expected to:   * Support the school values and ethos * Follow school policies, practices and procedures * Participate in the annual appraisal system * Support equal opportunities measures and promote anti-discriminatory practice * Support safeguarding and child protection measures and promote the welfare of pupils * Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager.   **Equal opportunities**  We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.  **Health and Safety**  All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.  **Safeguarding Commitment**  This school is committed to safeguarding and protecting the welfare of children and young people expects all staff and volunteers to share this commitment. | |
| Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events.  This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder. | |

**PERSON SPECIFICATION FORM**

**POST TITLE –** SEND Teaching Assistant / Family Liaison Officer

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| **Personal Attributes required**  **(on the basis of the job description)** | **Essential (E)**  **Or**  **Desirable (D)** | **To be identified by:**  **(eg application form, interview, reference etc)** |
| **Qualifications**  Degree  Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy | D  E | A/I  A/I |
| **Experience**  Experience of working with or caring for children of relevant age  Experience of working in a relevant classroom/service environment  Experience of Administrative work  Experience of supporting pupils with challenging behaviour | D  E  D  D | A/I  A/I  A/I  A/I |
| **Knowledge/skills/abilities**  Knowledge of the SEN framework  Ability to relate well to children  Ability to work as part of a team  Good communication skills  Ability to supervise and assist pupils  Time management skills  Organisational skills  Knowledge of classroom roles and responsibilities  Knowledge of the concept of confidentiality  First Aid Certificate  Administrative skills  Good numeracy and literacy skills  Ability to make effective use of ICT  Flexible attitude to work | E  E  E  E  E  E  E  D  E  D  D  E  D  E | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **Other**  Commitment to undertake in –service development  Commitment to safeguarding and protecting the welfare of children and young people | E  E | A/I  A/I |