**Post title:** SEND Assistant

**Grade:** KR4

**Responsible to:** Inclusion Leader

**Purpose of the job:** To provide administrative and organisational support to the Inclusion Leader in relation to SEN, Welfare and Medical issues.

**Key duties and responsibilities**

* Provide administrative and organisational support to the Inclusion Leader including preparing documentation, drafting correspondence, record keeping, coordinating and servicing meetings.
* To maintain and update pupil records relating to medical, welfare and SEND needs; sharing information with colleagues as appropriate.
* Under the direction of the Inclusion Leader, maintain and update medical care plans, Pupil Progress records, Provision Plans, pupil risk assessments and any other intervention plans.
* Under the direction of the Inclusion Leader collate and prepare information relating to assessments (including screeners), EHCPs and referrals to other agencies.
* Under the direction of the Inclusion Leader, undertake routine liaison with external agencies and parents/carers.
* In conjunction with the School Health Service, coordinate medical examinations and immunisation programmes. Arrange in- school appointments with visiting medical / therapeutic practitioners – e.g. school nurse, physio, speech and language, play therapist, school counsellor.
* Keep and administer drugs/medication to pupils ensuring records are kept in accordance with School policy. Liaise with Diabetic Nurse Team regarding implementation and monitoring of care plans.
* To provide first aid to pupils, reporting and recording interventions in accordance with school procedure and notifying parents / colleagues as required. To monitor and order medical supplies as required.
* To collate SEND, welfare and medical data producing routine reports and preparing statistical returns as requested.
* In conjunction with the Inclusion Leader, ensure all Learning Support Assistants are supported, directed and trained in the skills required for delivering their specialist interventions.
* Carry out observations of pupils in class and identify strategies to support which are beyond those of the mainstream core standards.
* Arrange and organise appropriate interventions as and when required, including SALT and Nurture groups.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Additional responsibilities and general requirements – to:**

* Undertake any professional duties commensurate with the grade of the post, reasonably delegated to them by the Headteacher
* Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
* Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | NVQ Level 2 or 3 (or equivalent).  GCSE English  GCSE Maths |
| **EXPERIENCE** | General experience of working in an SEND or medical role, preferably in a school.  Proven administration experience. |
| **SKILLS AND ABILITIES** | * Ability to work in an organised and methodical manner and maintain accurate records * Ability to convey information clearly and accurately orally and in writing to a range of people * Ability to take personal responsibility for organising day to day workload * Ability to work effectively and supportively as a member of the school team * Able to deal calmly, tactfully and effectively a range of people * Ability to show sensitivity and objectivity in dealing with confidential issues |
| **KNOWLEDGE** | * Demonstrate a basic understanding of the work of a school * Demonstrate an understanding of SEND, medical and welfare   issues in a school setting   * Knowledge of a range of computer applications * Demonstrate an understanding of confidentiality and child   protection issues in a school setting |