# Job Description

**Grade**: KR3

**Responsible to**: SENCO

**Purpose of the Job:**

To work under the direction of the class teacher and SENCO to provide personalised support to meet the needs of a pupil with complex needs within our school. To deliver interventions and enable the pupil to learn successfully in class and for the pupil’s provision to be as inclusive as possible. To take direction as appropriate from the Class Teacher or SENCO as to what reasonable adjustments should be made for the pupil to be successful in school. To liaise closely with the Class Teacher and SENCO to agree suitable provision in line with the pupil’s Education, Health and Care Plan, including out of class support or supervision as necessary.

**Main duties and responsibilities:**

To be responsible for the support and wellbeing of a pupil with a social communication difficulties and physical needs. This support will be flexible and tailor-made to the pupil’s needs as necessary.

Liaise with the class teacher to understand the objectives of each intervention/lesson.

Assist the teacher with observation and monitoring of the progress of the pupil, both educationally and socially.

Assist the pupil with their hygiene and physical and medical needs if required and to assist with dressing and undressing for PE, etc. if help is needed.

Supervise at playtime and lunchtime to ensure the safety and well-being of the child. Participate in and supervise pupils in off-site activities, including those to meet pupil’s individual needs.

Under the direction of the Class Teacher or SENCO to deliver support programmes and activities, differentiating as necessary and prepare resources. Report back progress to the Class Teacher and SENCO.

To assist Class Teachers as required.

If necessary, check and contribute to home-school contact book, taking direction from the class teacher.

Undertake training and attend relevant meetings within contracted hours as required to ensure CPD

Such other reasonable duties as the Headteacher may require from time to time.

All members of staff are expected to assist with keeping themselves and others safe. All staff have a responsibility to report any hazards and raise management’s awareness of any Health and Safety issues.

As a member of staff at Milton Primary Academy you are responsible for working with the staff, parents, pupils, and other agencies to safeguard and promote the welfare of all children at school.

All members of staff are expected to promote positive behaviour patterns, raise self-esteem, and improve independent working in children to assist their education and growth and enable them to reach their full potential. They promote equal opportunities and respect confidentiality.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

Signed: …………………………………. Date

Signed:…………………………………. Headteacher   
  
This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.