

**Job Description**

**Job Title:** Student Development & Support Assistant

**Accountable to:** SENCO
Deputy Headteacher

**Duties and Responsibilities**

Identifying Student Need

* Carry out classroom observations to help identify student needs for learning support.
* Carry out BPVS and MHV testing and calculate and record results. Feedback to SENCO. Assist with whole year group Exact screening.
* Complete EAL testing for those students identified by transfer file scrutiny.

Interventions

* Deliver weekly interventions to small groups of students as necessary. This may include, amongst others, handwriting support sessions, literacy support for EAL students, social skills support sessions and study skill support.
* Deliver a scheduling programme for 6th form students struggling with organisational skills. This includes liaising with teaching staff and acting as mentor and mediator.

Administrative Duties

* Attend Weekly SEN meetings.
* Liaise with the SENCO to provide strategies for teaching staff to support identified students and communicate such to teachers.
* Update SEN on SIMS where necessary along with Edulink, Provision Map and Excel spreadsheets to keep current student information up to date.
* Create and send out feedback forms to staff to identify appropriate intervention/support strategies for students.
* Create other forms as necessary on request from SENCO
* Examine all new student files as they arrive for year 7 and 12 transition and upload all relevant reports/diagnoses.
* Send out consent forms as requested by SENCO to parents of students taking part in interventions.
* Provide pastoral support to students who need help with emotional regulation.
* Provide administrative assistance as requested by SENCO.
* There may be an opportunity to train in delivering our Mindfulness programme and/or other wellbeing programmes as necessary. These will be 1:1 or small group programmes.

Essential Skills

* IT skills, especially Excel
* Good communication skills with students and parents
* Good written communication skills
* Previous experience of working with young people
* Comfortable with being in a classroom environment
* Strong organisational skills, problem solving and adaptable

Desirable Skills

* Experience of teaching
* Previous experience writing referrals for specific learning needs or health concerns

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| Next review date |  |
| Line Manager signature and date |  |
| Postholder signature and date |  |