

TUNBURY

PRIMARY SCHOOL

Tunbury Primary School

Job Description: SEN Assistant

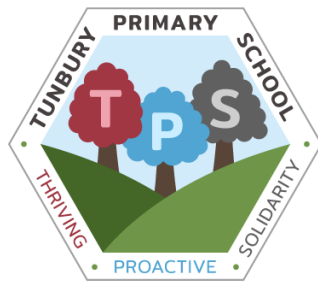
Grade: KSB (formerly Kent Range 4)

Responsible to: SENCo

Job Purpose: To provide administrative and organisational support to the SENCo in relation to SEN issues.

Key duties and responsibilities:

1. Under the direction of the SENCo, provide diagnostic support by completing assessments for SEN pupils, including speech link assessments, language link assessments, BPVS and dyslexia profile.
2. Provide administrative and organisational support to the SENCo including preparing documentation and referrals, drafting correspondence, record keeping, coordinating and servicing meetings.
3. To maintain and update pupil records relating to SEN needs; sharing information with colleagues as appropriate.
4. Under the direction of the SENCo, maintain and update medical care plans, Pupil Progress records, Personalised Plans and other intervention plans.
5. Under the direction of the SENCo collate and prepare information relating to assessments, statements and referrals to other agencies.
6. Under the direction of the SENCo, undertake routine liaison with external agencies and parents / carers. Support the co-ordination of specialists working within school, in partnership with the SENCo.
7. Under the direction of the SENCo, support teachers and teaching assistants with resourcing for SEN pupils.
8. In conjunction with the School Health Service, coordinate medical examinations and immunisation programmes. Arrange in- school appointments with visiting medical / therapeutic practitioners – eg school nurse, physio, speech and language, play therapist.

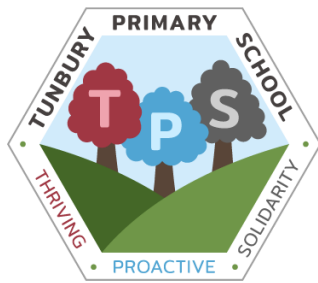


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9. To collate SEN and medical data producing routine reports and preparing statistical returns as requested. To support teaching assistants with personalised plan reviews and creating individualised intervention sheets.
10. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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.



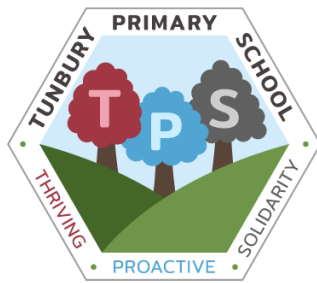
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Person Specification: SEN Assistant

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.

	CRITERIA
QUALIFICATIONS	NVQ Level 2/3
EXPERIENCE	Proven administration experience School experience including supporting pupils with SEND
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 issues in a school setting, including use of SEND tools, including Speech Link and Language Link Knowledge of a range of computer applications – including Word / Excel / Powerpoint / Sims Demonstrate an understanding of confidentiality and child protection issues in a school setting



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PERSONAL QUALITIES	
	Able to uphold and model our three school values: thriving, proactive and solidarity.