

**JOB DESCRIPTION**

**Name:**

**Post Held:** Independence Support Assistant

**Responsible to:**  SEND Lead

**Hours per week:** 33 hours and 45 minutes hours

08.15 – 15.30 Monday - Friday

30 minute (unpaid) break per day

**Weeks per year:** Term time only

|  |
| --- |
| **CORE DUTIES AND RESPONSIBILITIES FOR ALL DSTC SUPPORT STAFF**   * To adhere to the College’s Staff Code of Conduct. * To be aware of and to follow the most up to date GDPR regulations. * Safeguarding   + To be committed to safeguarding and promoting the welfare of all young people.   + To undertake annual safeguarding training.   + To follow the most up to date version of Keeping Children Safe in Education and to use identified school procedures to Recognise and Refer. * Health and Safety   + To take personal responsibility for the health and safety of yourself, your colleagues, students and visitors.   + To report any shortcomings in the employer’s health and safety arrangements for the protection of people at work and those who may be affected by them (this is your duty in law under the Management of Health and Safety Regulations 1999). |

**KEY DUTIES & RESPONSIBILITIES:**

* To provide individual support as identified within High Needs Funding (HNF) of named SEND student, including providing interventions focusing on: journaling, Wellbeing, catch-up on core and option subjects, and social skills.
* To provide 1:1 withdrawal as specified within HNF agreement.
* To enable access for the HNF student, who is in a wheelchair, around the school and to lessons
* To support named SEND students in lessons, conducted by a teacher, as allocated.
* To assist classroom teachers in devising a highly personalised and differentiated curriculum.
* To keep a daily record of support in own planner.
* To keep a daily record of parental conversations in planner, and to discuss these with SEN Lead and/or SENCO.
* To evaluate and plan weekly support and prepare appropriate work.
* To complete reports for Annual Reviews and to help implement the targets set.
* To provide named student with support during non-structured times, such as break and lunch.
* To liaise with parents via discussions during handovers, or by phone or email, as appropriate.
* To attend relevant in-service training.
* To be supportive of school procedures.
* To work as part of the Learning Support team.

**Additional responsibilities:**

* Such other duties as the Principal or Governors may require from time to time.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Signed …………………………………………………………………….. Date ………………………

(Staff Member)

Signed …………………………………………………………………….. Date ………………………

(Line Manager)

Signed …………………………………………………………………….. Date ………………………

(Principal)