**Steephill School**

**Job Description – SEN Assistant**

**Responsible to:**

**The Special Educational Needs Co-ordinator (SENCO); Class teachers**

**The duties are outlined as follows:**

**Teaching and learning**

1. Assist in the educational and social development of pupils under the direction and guidance of the SENCO and Class Teacher.
2. Assist in the implementation of the curriculum as written by Steephill School for pupils and help monitor their progress.
3. Provide support for pupils inside and outside the classroom to enable them to fully participate in activities.
4. Plan sessional work for individuals and/or groups as requested by the class teacher or SENCO and with their oversight.
5. Work with other professionals, such as speech therapists and occupational therapists, as necessary.
6. Assist the SENCO and Teachers by providing notes on pupil progress where appropriate.
7. Support pupils emotionally and behaviourally and help develop their social skills.
8. To become fully aware of safeguarding requirements and to attend training provided; to report any safeguarding concerns to the designated person as soon as possible. You may report issues directly to Children’s Services or Police if you wish.
9. Work with individuals or groups both in class and outside class as required.
10. Assist in the development of support strategies for individuals when appropriate.

**Administrative / other duties**

1. Assist in the delivery of targets on Provision Maps.
2. Provide input into monitoring and reporting of progress when requested.
3. Undertake whole school break duties as required.
4. Undertake other duties from time to time as the Head requires.

**Standards and quality assurance, including training**

1. Support the aims and ethos of the School as represented in the Staff Handbook.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend team and staff meetings.
4. Attend all INSET days.
5. Carry out specialist training as required.
6. Undertake professional duties that may be reasonably assigned by the Head e.g. to undertake similar work in and around the School.
7. Be pro-active in matters relating to health and safety.
8. Be familiar with the Staff Handbook and all the policies and procedures relevant to their work.
9. Treat all School business as confidential.

**Safeguarding Checks**

Recruitment of staff will be in line with all statutory requirements in the area of safeguarding.  All appointments will be subject to two satisfactory references (as specified on the application form), appropriate DBS checks, medical fitness for the role and evidence of identity and qualifications. Candidates may be required to fill in a self-declaration of disqualification and disqualification by association. All interviewees are checked on the Barred list and teachers are also checked on the Employer Access Online Services; managers are also checked for any disqualification from management. These checks must be completed satisfactorily before the start date.  In the event of any unsatisfactory outcome from any of the checks being received, any conditional offer will be withdrawn without notice.

The School has regard to its responsibilities regarding the Prevent Duty and upholds British Values.