

Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Job Title	SEND Assistant
Responsible to:	SENCO
Responsible for:	Duties as directed within the classroom/learning support areas
Job Purpose:	To provide support within the school environment to enable any child or children to gain maximum access to the National Curriculum by following clear guidelines provided by involved agencies.

Duties and Responsibilities

To follow a programme of support clearly defined by the SENCO and work alongside teaching and other appropriate staff dependent on the nature of the particular needs of the child or children. Liaising with multi agency as appropriate including speech and language therapy teams and hearing impaired service providers.

- To work with a range of mental, educational and physical needs in a formal capacity to establish and maintain care plans.
- To assist the SENCO in raising statutory assessment requests including neurodevelopmental pathway referral route, in particular in relation to ADOS.
- To support the SENCO with mediation at LA level in relation to a statutory assessment request rejection.
- To work collaboratively with teachers and other staff as an integral part of the teaching team.
- To assist pupils with learning difficulties using a variety of resources which may involve support with reading, writing, spelling and computer-based learning under the direction of appropriate teaching staff.
- To support pupils to develop fully alongside their peer group using a clearly defined programme which could involve development of play techniques, language development etc. as directed by the SENCO.

- To regularly update the SENCO on progress made by pupils or difficulties faced by individual pupils.
- To become familiar with the differing learning needs and teaching strategies for pupils with ADHD, Autism, Specific Learning Difficulties and other learning problems which might become apparent.
- To support pupils with additional needs which may include sensory impairment or be medical in nature.
- To deliver interventions to small groups or one to one sessions.
- To support pupils with emotional and behavioural difficulties within the classroom under the direction of the SENCO/teaching staff.
- Promote positive behaviour patterns, raise self-esteem and improve independent working in students to assist in their educational and development.
- To work towards enhancing the curriculum. literacy and numeracy programmes and supporting and enhancing the delivery of a broad and balanced curriculum.
- To undertake appropriate training to enhance skills or knowledge.
- To collate information regarding pupils and submit reports for annual reviews.
- To assist teaching staff in setting appropriate targets based on objectives set in school based support plans and personalised plans.
- To complete administrative tasks as set by the SENCO.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....
Employee

**SEND Assistant
Person Specification**

	Essential	Desirable
GCSE English, mathematics, science (grades A-C/4-5 or above)		*
Good oral and written communication skills	*	
Able to organise and maintain accurate record keeping systems	*	
Experience of working within a science or medical background		*
First Aid certificate/training has been obtained/undertaken		*
Own transport	*	
Buckle gained/training undertaken		*
An interest in 'mindfulness' as a form of intervention		*
Willing to attend whole school open evenings/mornings which may fall outside of contracted hours as agreed by the line manager		*