Family & SEN Assistant

**PURPOSE OF THE ROLE:**

To support children and families in meeting their individual needs in order to access learning and achieve.

**SUMMARY OF RESPONSIBILITIES**

* To support the SENCO in managing the implementation of an inclusive school.
* To be a Designated Safeguarding Lead.
* To work alongside school leaders; to support behaviour, welfare and learning of vulnerable pupils.
* To support and work with pupils and families to maximize learning for individual pupils.
* To contribute to the development of a whole school approach to overcome obstacles to learning and improve pupil participation in learning and whole school life.
* To attend meetings to support the work of the SENCO & Lead DSL and work with outside agencies to improve provision and outcomes for pupils.

**SEND Provision:**

* Support the provision of SEND, including the writing of personalised plans, EHCPs medical care plans and other documents required by individual pupils. Ensuring that the targets are SMART and interventions / provision is in place to meet these.
* Monitor SEND interventions and provide feedback to staff; delivering interventions in addition to providing training
* Undertake SEND diagnostic assessments and report findings to school and parents.
* Assist the AEN Leader and DSL by contributing to maintaining and keeping records including the SEN register and supporting families with attendance, including attendance monitoring.
* To manage appropriate resources for SEND and ensure that they are used efficiently, effectively and safely.
* Manage & prepare any relevant paperwork for Higher Needs Funding and Educational Health and Care Plans, internal SEN and safeguarding documentation.
* Represent the school to outside agencies including LIFT, SEN specialist and the local authority.
* To develop curriculum resources to ensure that SEND children have the required levels of support and support with staff training to meet this.
* To assist the SENCO in a range of administration roles.

**Pastoral/Welfare Support & DSL:**

* Lead on the daily response to Green Forms of safeguarding children in school including working with outside agencies including necessary admin; being a key point of contact fr families and staff.
* Support the lead DSL in making referrals to outside agencies.
* To support the care of children when living arrangements are at risk of breakdown.
* Liaise with parents regarding health/hygiene issues and involve/signpost parents to external agencies, such as the school nurse.
* Meet and greet pupils, particularly those who are vulnerable.
* Represent the school at Family Support Meetings which involve vulnerable pupils.
* Inform Lead DSLs on the of issues including section 47 referrals and review, working with outside agencies to safeguard children.

**Management of Behaviour:**

* Promote positive behaviour throughout school and maintain good behaviour at playtime and lunchtime.
* Undertake investigations into reported mis-behaviour/incidents and implement sanctions according to school policy.
* Lead social skills groups at lunchtime with identified pupils.
* Maintain accurate records by recording information on school systems, including recording, investigation and monitoring of bullying and racist incidents.
* Support the re-integration of pupils on return to school from exclusion.
* Support identified pupils in class with learning.
* Develop positive relationships with parents, liaising with parents regarding disciplinary/health/welfare issues.

**Management of Academic Performance:**

* Liaise with teaching staff, pupils and parents to provide particular support to targeted underperforming and/or vulnerable pupils in order to raise achievement and help them minimise/overcome barriers to learning.
* Mentor, counsel and support pupils as appropriate and be aware of and undertake activities, to assist in monitoring the academic progress and personal, social and emotional needs of pupils.
* Contribute to tracking the academic progress of vulnerable and targeted pupils half-termly, and gauge the impact of support given.
* Contribute to the school’s strategy to improve the attendance and punctuality of pupils especially those who are vulnerable.

**Management of New Arrivals of Vulnerable Pupils:**

* Be responsible for the induction of new arrivals.
* Make contact with parents in the first instance to arrange an induction programme and obtain full, relevant data from families to assist in early, accurate assessment and early, tailored provision.
* Be aware of the content of pupil files transferred from previous school and ensure that relevant information is shared to enable others in school to fulfil their duties.
* Liaise with families daily during the first few weeks and regularly during the first term.

**General Duties:**

* Assist in the monitoring of pupil progress, problems and development needs and undertake routine filing and admin tasks.
* Provide information to the Leadership team / Teachers as appropriate, to enable them to carry out their role.
* Adhere to the school policies including, data management, health and safety policy, GDPR & safeguarding policy and procedures.
* Deliver appropriate staff training

Undertake any other reasonable duties, as requested by the Head Teacher