



## Churchill Community College

### Job Outline

<b>Post</b>	<b>Support Assistant: SEN</b>
<b>Scale</b>	<b>4</b>
<b>Responsible to</b>	<b>Learning Support Leader</b>

### Main Duties of the Post

To work under the guidance of the Learning Support Leader and to work with students who have Special Educational Needs . To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision to address the needs of students who need particular help to overcome barriers to learning. This may involve planning, preparing and delivering learning activities for individuals/groups and monitoring students and assessing, recording and reporting on students' achievement, progress and development.

### Support for Students:

- Write and implement Individual Educational Plans for students with statements / EHCPs or who are at SEN Support.
- Take a lead role in managing and delivering pastoral support to students
- Manage the supervision of students excluded from, otherwise not working to, a normal timetable
- Attend to students' personal needs, personal care and to provide advice to assist in their social, health and hygiene development
- Undertake comprehensive assessments of students to determine those in need of particular help
- Assist the teacher with the development and implementation of individual education/behaviour/support/mentoring plans
- Take a lead role in the provision of support for students with special needs
- Establish productive working relationships with students and encouraging/supporting a good working ethos
- Arrange and develop 1:1 mentoring arrangements with students and provide support for distressed students
- Take a lead role in managing the speedy/effective transfer of students

across phases/integration of those who have been absent

- Provide information and advice to enable students to make choices about their own learning/behaviour/attendance
- Challenge and motivate students, promote and reinforce self-esteem
- Provide feedback to students in relation to progress, achievement, behaviour, attendance etc

### **Support for Teachers:**

- Support students' access to learning, using appropriate strategies, resources etc
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and differentiate lessons/work plans, as appropriate
- Monitor and evaluate students' responses as progress against action plans through observation and planned recording
- Provide objective and accurate feedback and reports, as required, to other staff on students' achievements, progress and other matters: ensuring the availability of appropriate evidence
- Manage and record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Take a lead role in the development and implementation of appropriate behaviour management strategies
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning/attainment and supporting home to College as community links
- Take a lead role in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc
- Administer and assess/mark tests and invigilate exams/tests, differentiate worksheets
- Administrative support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc, making telephone calls etc

### **Support for the Curriculum:**

- To work closely with the Learning Support Leader to ensure that the needs of those with special needs are met
- To monitor and report on the implementation of all plans drawn up
- Implement agreed learning activities/teaching programmes, adjusting activities according to students' responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3 and make effective use of opportunities provided by other learning activities to support the development of students' skills

- Use ICT effectively to support learning activities and develop students' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment
- Actively seek information regarding, and utilizing, the range of activities, courses, organizations and individuals to provide support for students to broaden and enrich their learning
- Determine the need for, prepare and use specialist equipment, plans and resources to support students

### **Support for the College:**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the College
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in regular meetings
- Participate in training and other learning activities, as required
- Contribute to the identification of appropriate out of College learning activities which consolidate and extend work carried out in class
- Recognize own strengths and areas of expertise and use these to advise and support others
- To safeguard and promote the welfare of young people
- To contribute to the delivery of the key outcomes of Every Child Matters
  - Be healthy
  - Stay safe
  - Enjoy and achieve
  - Make a positive contribution
  - Achieve economic well-being

### **General**

To undertake any other duties appropriate to grade of the post as directed by line manager or Headteacher.

**Line management responsibilities, where appropriate**

- Undertake recruitment/induction/appraisal/training/mentoring for other Support Assistants

**Agreed that the Job Outline is a fair and accurate statement of the requirements of the job**

**Job Holder** ..... **Date** .....

**Line Manager** ..... **Date** .....



## Person Specification

**Post**                      **Support Assistant :SEN**

**Scale**                      **4**

Area	Criteria	Requirement
<b>Skills/Knowledge/ Aptitude</b>	• Full working knowledge of relevant polices/codes of practice/legislation	Desirable
	• Working knowledge of national curriculum and other relevant learning programmes	Desirable
	• Understanding of principles of child development and learning processes and, in particular, barriers to learning	Essential
	• Ability to plan effective actions for students at risk of underachieving	Essential
	• Understand range of support services/providers	Essential
	• Ability to self-evaluate learning needs and actively seek learning opportunities	Essential
	• Ability to relate well to children and adults	Essential
	• Work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these	Essential
	• Attend to students' personal needs, personal care and to provide advice to assist in their social, health and hygiene development	Essential

<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy/literacy skills - equivalent to NVQ Level 2 in English and Maths</li> <li>• Level 3 qualification in SEN</li> </ul>	Essential  Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with children of relevant age</li> <li>• Experience of working with students with additional needs</li> </ul>	Essential
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Good Sense of Humour</li> </ul>	Desirable