



St Mary's Catholic Primary Academy

Reflecting the love and faith of Mary in all that we do.



Job Description

Post Title: SEND Support Assistant

Grade: Scale 2 Point 4

Prime Objectives of the Post

To at all times support and uphold the Catholic mission, ethos and character of the school in accordance with your CES contract.

To work under the instruction and guidance of teaching/senior staff to enable access to learning for pupils (individual or in groups) to support them in achieving academic attainment.

To provide general support to the class teacher in the organisation and management of pupils and the classroom, ensuring the appropriate support is delivered for each pupil dependent on their individual planned needs e.g. those with learning difficulties.

Responsible to: The Support Assistant is directly responsible to the class teachers to whom they are deployed, the SENDCo and the Headteacher.

Main Duties and Responsibilities

Initially this post requires the appointee to work at all times with one individual child but this can be reviewed and altered or adapted at any time according to the needs identified by the class teacher, SENDCo or Headteacher.

Support for the Pupil

1. To work with individuals or groups of pupils to support learning as directed by the teacher (including off site provision) including intervention programmes as appropriate.
2. To support working relationships with pupils, acting as role model and setting high expectations.
3. Work effectively with the child's family to guarantee a team approach to the child's learning journey.
4. Work collaboratively and proactively with the class teacher and the SENDCo in following a personalised curriculum and provision for the child in their charge
5. Develop a knowledge and range of flexible and adaptable learning support strategies relevant to the situations found in the classroom.
6. To meet the personal and physical needs of pupils such as feeding, toileting and assisting with mobility whilst encouraging their independence.
7. To develop a range of learning support materials and resources (adapting where appropriate for individual pupil needs).
8. Where needed, be ready to support the child during out of the classroom provision.
9. To monitor and give feedback on the progress of the pupil in regard to the objectives in their plan.
10. Nurture and enhance the child's own interests and individuality, and show patience and understanding for the child's complex needs

11. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
12. To encourage pupil participation in school activities and interaction with others.

Support for the Teacher

1. To support the teacher in creating a stimulating learning environment i.e. making displays, sourcing and preparing resources, photocopying and routine support etc.
2. To work under direction and guidance of the teacher in the development and delivery of personalised programmes of support for individual pupils.
3. To work under the supervision of the class teacher to support learning, social, emotional and physical development of the pupils.
4. To contribute to the maintenance of pupil progress records.
5. To participate in the evaluation of the support programme.
6. Provide support to the teacher in the management of pupil behaviour and restorative approaches.
7. To work under the direction of the teacher in relation to supporting pupil record keeping.
8. Communicate regularly and professionally with parents to share the child's successes and challenges and to ensure a collaborative approach to the child's needs
9. To lead and participate in the delivery and evaluation of intervention programmes and provisions.

General

1. To support the climate for learning, improve the school's ethos and culture of achievement and high expectation.
2. To work collaboratively with school staff, parents/families and other agencies to ensure all interventions achieve the shared objective.
3. Attend meetings as required by the line manager (including SEN or child protection).
4. To work within the team and share good practice.
5. To take part in any CPD and appraisal activities appropriate to the role.
6. Support the development and implementation of initiatives and policies e.g. data protection, safeguarding, health and safety.
7. To respect the confidentiality of all pupils by using the school protocols for sharing information.
8. The postholder will be required to undertake any other professional duties as required by their line manager
9. To provide playtime and/or cover as required.
10. To perform any reasonable duties to support the effective running of the school that the Headteacher requires.

In consultation with the Headteacher, the above descriptions are subject to change in accordance with the changing needs of the school and its improvement priority areas.