

## **LONDON BOROUGH OF LEWISHAM**

### **JOB DESCRIPTION**

**Title: Special Educational Needs (SEN) Support Assistant**

**School: Rushey Green Primary School**

**Grade: Scale 3 (5-6)**

#### **MAIN PURPOSE OF THE JOB**

The Special Educational Needs (SEN) Support Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/senior staff. The person will have good interpersonal and communication skills and will work with individuals/groups and/or on a 1-1 basis to supervise physical/general care of pupils with SEN; enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

#### **SUMMARY OF RESPONSIBILITIES AND DUTIES**

##### **SUPPORT FOR PUPILS**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programs
- Establish constructive relationships with pupils and interact with them through Makaton and also according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Use visual aids to promote social communication and interaction
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

## SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
  - Assist with the planning of learning activities
  - Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
  - Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
  - Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
  - Establish constructive and supportive relationships with parents/carers and pupils
  - Administer routine tests and invigilate exams and undertake routine marking of pupils' work
  - Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

## SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
- Supply the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

## SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals

- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

## EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

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### **PERSON SPECIFICATION**

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#### **EXPERIENCE**

Working with or caring for children of relevant age

#### **QUALIFICATIONS/TRAINING (Essential Requirements)**

Good numeracy/literacy skills

Good interpersonal and communication skills

Completion of DfES Teacher Assistant Induction Programs

NVQ 2 in teaching assistance or equivalent qualifications or experience

Makaton trained

First aid training/training in specific medical procedures as appropriate

#### **KNOWLEDGE/SKILLS (Essential Requirements)**

Effective use of ICT to support learning

Use of other equipment technology - video, photocopier

Knowledge of relevant policies/codes of practice and awareness of relevant legislation

General understanding of national curriculum and other basic learning programs

Basic understanding of child development and learning

Ability to self-evaluate learning needs and actively seek learning opportunities

Ability to relate well to children and adults

Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

We follow strict and rigorous procedures for safeguarding and promoting the welfare of our children, Disclosure and Barring Service (DBS) checks will be carried out before appointment. Your suitability to work with children will be assessed during interview.