



WEST JESMOND PRIMARY SCHOOL JOB DESCRIPTION

POST TITLE: Support Assistant – SEN

GRADE: N4

RESPONSIBLE TO: Head Teacher / Deputy Head Teacher

JOB PURPOSE: To provide classroom support to pupils through individual and small group work in close collaboration with other school staff and supporting professionals.

MAIN DUTIES: The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

a) General

- 1 Supporting the teacher in the general management of the classroom.
- 2 Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
- 3 Providing classroom support to pupils with special educational needs or pupils whose first language is not English.
- 4 Providing clerical and admin support, eg photocopying, filing and preparing resources.
- 5 Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play
- 6 Undertaking routine invigilation and marking.

b) Classroom Organisation

- 1 To be responsible for the organisation, classroom maintenance, setting out clearing away and care of resources to create a purposeful and attractive learning environment.
- 2 Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.

- 3 Preparing pupils' work for display in the classroom and around the school.
- 4 Demonstrating creativity in assisting with the practical resourcing of the classroom.

c) Pupil Support

- 1 Working with pupils directly on curriculum related tasks under the direction of the teacher in order to provide learning support and raise attainment by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use equipment and materials provided
 - Motivating and encouraging children as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
 - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Liaising with class teacher, SENDCo and other professionals about individual learning plans and contributing to the planning and delivery as appropriate
 - Providing additional nurture to individuals when requested by the class teacher or SENDCo
 - Helping to make appropriate resources to support the pupil
- 2 Contribute to the delivery of some aspects of the curriculum, and support for pupils, including assessment and recording and reporting procedures, making use of all relevant SEN information and data under the guidance of a designated teacher.
- 3 Support the teacher in their assessment by giving relevant feedback to the teacher regarding the knowledge, understanding and skills of pupils as well as their social, emotional and physical needs.
- 4 Where appropriate, to attend and contribute to meetings to review children's progress.
- 5 Contributing to monitoring and evaluating the learning environment provided for the pupils in his/her care and use this evaluation to help make necessary changes and developments within the classroom.
- 6 Working with teachers and other staff in planning associated activities to enhance the teaching programme in order to support learning and raise attainment.
- 7 Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- 8 To support children in developing social skills both in and out of the classroom

- 9 Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation
- 10 Accompanying pupils on excursions and other extra-curricular activities, including independence skills training programmes.
- 11 Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- 12 Where appropriate, to know and apply positive handling techniques
- 13 Consistently and effectively implementing agreed behaviour management strategies
- 14 To promote the acceptance and inclusion of all pupils, encouraging pupils to interact with each other in an appropriate and acceptable manner

d) Welfare and other duties

- 1 Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
- 2 Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- 3 Providing of general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This might include attending to sick or injured pupils and investigating reasons for absence.
- 4 Administer medication to pupils in accordance with the school's policy and procedure (only where the postholder, in accordance with the LA guidance, has agreed to be the named volunteer for this task).
- 5 Actively promoting anti-discrimination practices and the School's/Council's Equal Opportunities Policy in all aspects of employment and service delivery.
- 6 Corporate Health & Safety statement
- 7 The postholder will have responsibility for promoting and safeguarding the welfare of children she/he is responsible for, or comes into contact with.
- 8 To take part in training activities offered by the school to further knowledge and skills of working with children with additional needs.