**Triangle C of E Primary School**





**Inclusion Job Description**

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| **Job Title** | SEND support assistant  |
| **Location** | Triangle C of E Primary School |
| **Working hours** | 20 hours per week – Term time only, temporary. |
| **Salary Grade** | Scale 2. Role is pro-rata eq. 20 hours per week  |
| **Responsible to** | Head teacher  |

At Triangle C of E Primary School the pupils are at the heart of everything that we do. We believe that building a strong, team to support each and every child on their journey is paramount. Therefore we aim to attract, retain and develop excellent staff. Subsequently we can offer a fantastic school environment, a united team and opportunities to access training and development opportunities.

**Purpose of the Post**

This role requires a caring, enthusiastic and dedicated Learning Support Assistant. The post is to support a child with special educational needs and is subject to the pupil’s EHCP application and their continued education at this school.

* To provide support for the identified individual pupil in line with their needs.
* To work closely with the child’s class teacher and the school Inclusion Manager in implementing additional provision and resourcing to enhance their academic, personal, social and emotional development.
* To monitor the child’s progress with particular regard to their targets and objectives identified on their ILDP and EHCP plans.
* To attend to the safety and welfare of the child and other children within the setting.

**Main Responsibilities**

1. Supporting pupils with additional needs in their school setting on a one-to-one basis and in small groups.
2. Attend to the pupil’s personal needs and implement related programmes when required. These may include, but are not limited to: physical, social, health, hygiene and welfare.
3. To contribute to the creation of a calm, working atmosphere with the minimum of disturbance whilst applying the whole school expectations assertively and fairly.
4. Supervise and encourage social, emotional and communication opportunities to aid development in these areas throughout break and lunchtimes.
5. Establish professional relationships with pupils, parents and staff.
6. Encourage the pupil to interact with others and engage in activities.
7. Support the pupil to understand and follow instructions.
8. To participate in and assist in the supervision of the pupil on school visits.

**Curriculum and Resource Support**

1. Discuss with the class teacher the learning intentions for the lesson and assist the class teacher in the assessment of pupil’s capabilities against these learning intentions.
2. To aid access to the full range of learning experiences both inside and outside of the classroom and provide modified materials as required e.g. visual prompts.
3. Be aware of and comply with policies and procedures relating to child protection, health, safety and security as well as confidentiality, reporting all concerns to the appropriate person.
4. Be aware of and support difference, ensuring that the pupil has equal access to opportunities to learn, develop and thrive.

**Administration and Organisation**

1. Keep up to date, accurate and well-informed records of events, progress and incidents.
2. Maintain chronological records in an effective system.
3. Prepare materials designed to meet the additional needs of the pupil.
4. Be confident and efficient in operating school equipment e.g. photocopier.
5. Assist with pupil first aid/welfare duties.

**General**

* To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the class teacher and/or senior leadership team.
* The post holder’s duties must, at all times, be carried out in compliance with the schools policies including Equal Opportunities Policy.
* Take reasonable care to ensure the health and safety of self, other persons and resources.
* Cooperate with the management of the school as far as is necessary to enable the responsibilities placed upon the school under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
* Be an effective member of the school team, working co-operatively with other members of staff.

**Accountability**: To work under the day-to-day management and direction of the class teacher. The post holder will receive additional guidance, support, and instruction from the Inclusion Manager. Responsible to the Headteacher.

**Training**

* Attend any training sessions which will enhance skills and improve the post holder’s effectiveness.
* Participate in a review of the post holder’s achievements to date and possible future training and development needs with their line manager.

**Review Arrangements**

The details contained in this job description reflect the context of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder appropriately.

This job description may be amended at any time, following consultation between the Headteacher and the employee.

I have read and understand my role and responsibilities in relation to the duties set out above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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