



## **Role - SEND Assistant**

### **Duties and responsibilities**

#### **Safeguarding**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Report any safeguarding concerns to the Senior Designated Person/Deputies
- Follow the school's procedures when reporting safeguarding concerns
- Actively engage in regular safeguarding training
- Complete professional reading (linked to safeguarding) that has been provided by the school in a timely manner
- Ensure pupils are safeguarded during vulnerable situations such as illness and incidents involving self-care

#### **SEN 1:1 / Small group support**

- Aid the pupil(s) to learn as effectively as possible both in group situations and on his/her own by, for example:
  1. Clarifying and explaining instructions
  2. Ensuring the pupil(s) is/are able to use equipment and materials provided
  3. Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
  4. Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
  5. Using praise, commentary and assistance to encourage the pupil(s) to concentrate and stay on task
  6. Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning, adaption and delivery as appropriate
  7. Providing additional nurture to individuals when requested by the class teacher or SENCO
  8. Consistently and effectively implementing agreed behaviour management strategies

#### 9. Helping to make appropriate resources to support the pupil(s)

- Establish supportive relationships with the pupil(s) concerned
- Promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- 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.
- Give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self reliance and self esteem.
- Support the pupil(s) in developing social skills both in and out of the Classroom
- Support the use of ICT in learning activities and with specific programs to support learning
- Provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
- Under the direction of the teacher/SENCO, carry out and report on systematic observations of pupil(s) to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
- Where appropriate, to know and apply positive handling techniques
- Understand and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- Be aware of confidential issues linked to home/pupil/teacher/school
- Contribute towards reviews of the pupil's progress as appropriate
- Support the class teacher/SENCO to complete SEND paperwork
- Comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- Take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
- Be willing to support playground/break time supervision e.g. educational games, homework clubs etc
- Accompany teacher and pupil(s) on educational visits
- Provide individual support, as required, during examination sessions
- Carry out the above duties in accordance with the Education Department's Equal Opportunities Policy

### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

### **Professional development**

- Keep own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **Personal and professional conduct**

- Follow all school policies and the staff code of conduct
- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the member of staff will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher, SENCO or line manager.*