

# Job Description

## Duties and responsibilities

### Supporting pupils

Build positive relationships with pupils, promoting high self-esteem and independence.

Adapt communication style to respond to pupils according to their individual needs

Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate

Promote high standards of behaviour, which are based in positive relationships and follows the relationships approach of the school

Assist with the development and delivery of individual education and support plans and My Plans

### Teaching and learning

Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEND)

Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning

Use ICT skills to advance pupils' learning.

Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning.

Monitor, record and report on progress and attainment

Contribute to the overall ethos, aims and values of the school.

### Working with staff, parents/carers and relevant professionals

Share 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.

Build positive relationships with all parents and carers

Communicate effectively with parents and carers under the direction of teachers.

Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers

Collaborate and work with colleagues and other relevant professionals within and beyond the school

Work with external agencies such as speech and language and autism support service to ensure the best provision possible

Develop effective professional relationships with colleagues based on our school values

### Professional development

Help keep their 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.

**Other areas of responsibility**

**Safeguarding**

Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

Promote the safeguarding of all pupils in the school.

**Any other duties in line with the grade and expectation of the role.**

**Person specification**

CRITERIA	QUALITIES
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<b>Qualifications and training</b>	<p>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths</p> <p>Additional training pertinent to the role (e.g. SEND specific) or a willingness to undertake this training</p>
<b>Experience</b>	<p>Experience working in a school environment or other educational setting.</p> <p>Experience working with children / young people with special educational needs (SEN)</p> <p>Experience planning and delivering learning activities.</p> <p>Experience of working with Autistic children</p>
<b>Skills and knowledge</b>	<p>Good literacy and numeracy skills</p> <p>Good organisational skills</p> <p>Ability to build effective and positive working relationships with pupils and adults.</p> <p>Skills and expertise in understanding the needs of all pupils.</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs.</p> <p>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils.</p> <p>Excellent verbal communication skills</p> <p>Ability to work as part of a team and to be flexible in their approach to daily routines.</p> <p>Active listening skills</p> <p>The ability to remain calm in stressful situations.</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Good ICT skills, particularly using ICT to support learning.</p>
<b>Personal qualities</b>	<p>Enjoyment of working with children</p> <p>A positive outlook and good sense of humour.</p> <p>Sensitivity and understanding, to help build good relationships with pupils.</p> <p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</p> <p>Commitment to always maintaining confidentiality.</p> <p>Commitment to safeguarding pupil's wellbeing and equality.</p> <p>Resilient, positive, forward looking and enthusiastic about making a difference.</p> <p>Capacity to inspire, motivate and challenge children and young people.</p>