



Job Title: 1:1 Special Educational Needs and Disabilities (SEND) Support Assistant

Grade: H2 – H3

Contract Type: Fixed-term contract in the first instance until the end of the summer term 2027

Hours: 17.5 hours per week, term time only

Responsible to: Headteacher and/or SEND Coordinator (SENDCo)

Purpose of the Role

To provide dedicated, one-to-one support for a named child or children with Special Educational Needs and Disabilities (SEND) who hold an Education, Health and Care Plan (EHCP). The core aim is to help the child overcome barriers to learning, achieve the outcomes specified in their EHCP, promote independence through graduated support, and ensure full access to the curriculum and wider school life.

Key Duties and Responsibilities

1. Child Support and Learning

- Work under the direction of the class teacher and SENDCo to implement specific learning activities, strategies, and interventions identified in the child's EHCP.
- Adapt learning materials and activities to meet the individual needs and learning style of the child, promoting engagement, understanding, and progressive independence.
- Provide focused, one-to-one support in the classroom or in designated areas, ensuring the child can access the curriculum and participate fully alongside their peers.

- Assist the child with personal care and physical needs, where required in line with their specific EHCP and school policy, ensuring dignity and respect at all times.
- Encourage and develop the child's self-esteem, emotional regulation, and social interaction skills.
- Support the child in managing their behaviour constructively, using positive strategies agreed upon by the class teacher and SENDCo.

2. Planning, Assessment, and Review

- Contribute insights into the child's progress, engagement, and evolving needs during planning and preparation.
- Make detailed and accurate records of the child's daily progress, targeted interventions, and social milestones, providing structured feedback to the class teacher and SENDCo.
- Assist in the preparation for, and contribute to, annual EHCP reviews and regular progress monitoring meetings.
- Read, understand, and strictly adhere to the child's EHCP, risk assessments, and medical protocols.

3. Teamwork and Communication

- Work collaboratively with the class teacher to ensure continuity of support and effective classroom integration.
- Liaise regularly with the SENDCo and relevant external professionals (e.g., Speech and Language Therapists, Educational Psychologists, Occupational Therapists).
- Maintain a positive, professional, and confidential relationship with the child, parents/carers, and multidisciplinary agencies.

4. School Responsibilities

- Adhere strictly to all school policies, especially those relating to safeguarding, child protection, equality, and data protection.
- Attend relevant staff meetings, professional development, and training sessions as directed.
- Assist with the safe supervision of children during break times, lunchtimes, and school-related activities as required.

Person Specification

- Experience of working with children or young people with SEND, learning differences, or complex needs. *(Essential)*
- Relevant Level 2 or Level 3 qualification in Supporting Teaching and Learning (or equivalent experience). *(Desirable)*
- Knowledge and understanding of the role of an Education, Health and Care Plan (EHCP). *(Desirable)*
- Ability to adapt teaching styles, resources, and communication approaches to suit individual needs. *(Essential)*
- Excellent communication skills, both written and verbal, for effective liaison with children, colleagues, and parents. *(Essential)*
- Patience, resilience, empathy, and a nurturing, consistent approach to supporting children. *(Essential)*
- Ability to work effectively as part of a wider team while demonstrating strong personal initiative. *(Essential)*
- Willingness to undertake further training relevant to the specific needs of the child. *(Essential)*
- Unwavering commitment to the highest standards of safeguarding and child protection. *(Essential)*

Watton at Stone Primary and Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service (DBS) check, along with pre-employment safer recruitment checks, will be required for the successful candidate. We are an equal opportunities employer.