## Nash Mills CofE Primary School
## SEND Support Assistant

**Grade:** Hertfordshire Support Staff Grade H1.2
**Salary:** £25,614-26,016 pro rata over 43.3 weeks per year
**Hours:** 20 hours per week, term time only
**Times:** 8.40am-12.40pm daily
**Responsible to**: Head teacher
**Contract:** Fixed term (attached to pupil funding)

### Purpose of the role

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils initially in our Nursery class who need help to overcome barriers to learning.

Responsibilities:

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher, INCO and other external agencies.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)

Teachings Assistants in this role may also undertake some or all of the following:

- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Update pupil records
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Undertake moving and handling activities as required.

## Person Specification

| | Essential | Desirable |
|---|---|---|
| Education & Training | • Commitment to ongoing training | • GCSE (grade 'C' or above) or equivalent in English and Maths.<br>• First Aid Trained<br>• Evidence of continued professional development |
| Experience | • Demonstrable experience of working with children | • Experience of supporting a child with SEN<br>• Experience of supporting a child with communication and sensory difficulties<br>• Ability to assess and identify next steps in learning. |
| Knowledge | • Knowledge of the key factors that affect the way pupils learn<br>• An understanding of the requirements for maintaining the health, safety and security of yourself and others in the learning environment | • Knowledge of the national curriculum<br>• Knowledge of the Early Years Foundation Stage<br>• Knowledge of the STEPS approach to behaviour<br>• A range of strategies to establish a purposeful learning environment and to promote good behaviour |
| Skills | • Ability to support a child with physical needs, including some personal care.<br>• Good oral and written communication skills<br>• Competency with ICT<br>• The ability to plan for learning with support from the teacher<br>• Plan using advice from external professionals<br>• Deal calmly with challenging behaviour<br>• Work as a member of a team | • The ability to promote positive relationships within the wider school community |
| Attributes | • A good sense of humour<br>• Energy, vigour and perseverance<br>• Self-confidence and initiative<br>• Enthusiasm and commitment<br>• Patience and sensitivity to children's needs<br>• Reliability, resilience and integrity | |

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.