



## Longroyde Primary School

### Job Description

**Salary: Scale 2 (Spine point 4) - £10.98 per hour**

**Job Title: SEND - Support Assistant – 27½ hours per week**

**Start date:** TBC following successful DBS check

This job description outlines the main duties and responsibilities of a SEND Support Assistant at Longroyde Nursery & Primary School. The hours for this post are linked to **named children** (in Nursery and Reception).

If the child/children leave the school, the post will cease.

#### **Range of decision-making:**

You will be expected to make 'common-sense' decisions about the education and welfare of pupils, under guidance received from Class Teachers, SENDCo, Deputy Headteacher and Headteacher.

#### **Range of Duties:**

1. To work unsupervised as directed by the Class teacher, SENDCo, Headteacher or Deputy Headteacher.
2. To attend to the welfare and social well-being of the children and to be aware of their needs regarding cleanliness and tidiness, clothing and footwear, discipline and behaviour, safeguarding and Child Protection in line with the school's policies.
3. To support children with Special Educational Needs liaising with the SENDCo to discuss the progress of targeted pupils as appropriate.
4. To treat each child's efforts with respect and to record children's achievements in accordance with school policy.
5. To help plan and prepare resources and work alongside the class teacher.
6. To carry out learning activities effectively as directed by the teacher.
7. Working knowledge of EHCP's and IEPs or a willingness to learn.
8. Communicate appropriately with children, making instructions clear and simple to ensure they understand the task set and re-explain if necessary
9. To observe the way pupils are responding and interacting and support those who may be having difficulties.
10. Encouraging participation of all children.
11. Promoting independence.
12. Supervision of children over playtime along with other members of staff.
13. To comfort and care for pupils who have soiled themselves and to deal sympathetically with those who are ill meeting individual's needs (under the guidelines of Schools Intimate Care Policy).
14. To give First Aid to children with minor injuries received during the school day and to report incidents/actions according to school policy.
15. To undertake training and the administration of any medicines to meet the needs of individual pupils as detailed in their Health Care Plans.

16. To escort and supervise children on out of school activities, which may or may not be under the supervision of a member of the teaching staff.
17. To help children find lost/misplaced items or clothing.
18. To work with individuals or groups of children under the direction of the Class Teacher or SENDCo.
19. To assess individuals or groups of children under the direction of the Class Teacher or SENDCo.
20. Help maintain discipline in the classroom, in the corridors, outside and when on visits.
21. To support the Class Teacher and fit in with his/her ways of working.
22. To be aware of school policies with regard to curriculum and pastoral matters.
23. To help establish and maintain a relaxed working atmosphere where high standards are encouraged.
24. To support the Governors, staff, children and parents by being a member of a team.
25. To be adaptable and show common sense.
26. To attend teaching and non-teaching staff training for which there may be negotiation of hours or additional payment made.

**Note 1**

This job description may be amended at any time after consultation with you.

Signature of Post Holder ..... Date .....

Signature of Headteacher ..... Date .....