

Responsibilities and Accountabilities

- To assist with the supervision of pupils ensuring their safety and access to learning.
- To report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with school policy.
- To report to the teacher or line manager on pupil progress and achievements in accordance with school policy.
- To assist the teacher or line manager by contributing as directed to a pupil's' behaviour/education plan.
- To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
- To maintain regular reports on pupils' progress within SEN parameters.
- Assist in the preparation of annual reviews. Attend and contribute to meetings as required.
- To provide general support with learning activities (e.g. literacy, numeracy, KS3, KS4) to enable pupils to understand instructions and to ensure they remain on task.
- To provide emotional support for distressed pupils.
- To undertake routine clerical duties including typing, photocopying and preparation of documents as required.
- To assist, where appropriate, in differentiating work and planning learning activities.
- To establish effective communications with parents/carers and to participate in meetings providing feedback as directed by the Headteacher of line manager.
- To assist pupils in using resources, e.g. ICT.
- To provide detailed feedback and reports to the teacher or line manager on pupil progress and achievement.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes.
- To administer a range of special arrangements in KS3 and KS4 exams and assessments for designated SEN pupils.
- To participate in school visits, assisting with activities as required.
- To attend and contribute to team meetings.
- To assist with the personal needs of SEN pupils including social, health, physical, hygiene, first aid and welfare matters.
- Assist pupils in wheelchairs with movement around school where necessary

Other duties commensurate with the grade of the post as directed by the Headteacher

Responsibilities for resources

People

None

Budgets

None

Physical Resources

Effective use of learning materials and resources.

Characteristics of the post:

You may be asked to be flexible in approach towards students' needs and where appropriate:

- Assist with personal and intimate care needs of pupils with physical needs as appropriate e.g. toileting, with full training given
- Work with outside agencies e.g. physiotherapists, occupational therapists, wheelchair services etc.
- To attend meetings as required by the Headteacher/Line Manager

- manual handling to include:
 - Participation in moving and handling training

Employees are encouraged to participate in training activities in order to enhance their own personal development.

Employment checks required of this post:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: June 2017

Signature of Postholder:

Date:

This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.