

# ELSTON HALL LEARNING TRUST PHEASEY PARK FARM PRIMARY SCHOOL

<b>Job Title:</b>	<b>SEN Support Level 2</b>
<b>Pay Range:</b>	<b>Grade 2 (scp2-3)</b>
<b>Responsible for:</b>	
<b>Responsible to:</b>	<b>Head Teacher / Senco</b>

## Overall purpose of the role

Under direction and guidance from the SENCO / class teacher, to support the day-to-day delivery of learning opportunities, supporting the safety, well-being and conduct of pupils and groups, specifically including those with additional needs.

## Specific responsibilities

### Delivery:

- To have compliance with the Safeguarding and Welfare requirements, and adhere to child protection policies
- Supervise and provide support for SEND pupils following Individual Plans to meet their individual needs.
- Supervise and provide support for each child's intellectual development.
- Supervise and provide support for each child unobtrusively, using knowledge of each child's differing levels of development and ability across the curriculum.
- To observe, assess, record and report collectively and individually on the progress of children
- Assist with planning to support provision for SEND pupils
- Set challenging and demanding expectations and promote self-esteem and independence.
- Implement specialist support programs under guidance /

### Monitoring and assessment:

- Provide detailed and regular feedback to teachers and parents on children's achievements, progress and problems
- To contribute to and attend, when required, review meetings relevant to safeguarding and SEN.
- Contribute to assessments / observations of children's work.
- Monitor pupils responses to learning and record appropriate attainment accurately as directed

**Curriculum resources:**

- Set up given resources for a one –to one learning and group activities.
- Monitor and ensure the availability of the necessary materials and equipment to deliver lessons and activities.
- Support the use of ICT in learning activities.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of children’s work.
- Assist with supervision of pupils out of lesson, lunch, clubs

**Other Supportive Duties and administration:**

- Ensure that all contact and conduct is carried out in line with policies, procedures and standards for the safeguarding, health and safety and well-being of each individual pupil.
- Assist with the care of sick children and minor injuries.
- Provide routine administrative support for teachers.
- Participate in systems of supervision
- Establish constructive relationships with parents/carers.
- Participate in the school’s activities including school visits.
- Attend Parents’ Evenings and other school functions/staff meetings as required.
- Assist with the supervision of outside activities.
- Be prepared to respond to unforeseen circumstances and emergencies.
- Any other duties which reasonably fall within the purpose of the post and which may be allocated by the Head Teacher/ Senco.
- To maintain a flexible approach to the work of the setting, in response to the needs of the children, families and staff
- The post holder must undertake their duties in a way that secures positive action in respect of equal opportunities, health and safety issues and an inclusive approach
- Attend INSET days and other school functions/staff meetings as required.
- Participate in training and other learning activities as required
- Particular responsibilities may be reviewed from time to time, and may be amended after due consultation.

**General**

- Contribute to the aims, vision and ethos of the Trust.

- Be aware of and adhere to the Trust’s and school’s policies and procedures in connection with Child Protection and Safeguarding.

- Be aware of and adhere to the Trust’s and school’s policies and procedures in connection with Health & Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.

- To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.

- Appreciate and support the roles of colleagues and other professionals.

- Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.

<ul style="list-style-type: none"><li>• To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.</li></ul>
<ul style="list-style-type: none"><li>• To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.</li></ul>
<ul style="list-style-type: none"><li>• Dress in a professional and appropriate manner, that will further support the school's policy on uniform</li></ul>
<ul style="list-style-type: none"><li>• Participate in further training and professional development as appropriate.</li></ul>
<ul style="list-style-type: none"><li>• The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager and subject to any reasonable adjustments under the Disability Discrimination Act.</li></ul>