



CHISLEHURST & SIDCUP GRAMMAR SCHOOL

JOB DESCRIPTION

TEACHING/SENCO SUPPORT ASSISTANT

Responsible to: SENCO

Main purpose of the job:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils including those with any special needs, to assist the teacher/senior staff in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, including the Learning Hub.

To assist the SENCO in supporting provision for pupils identified as having special educational needs and disabilities (SEND).

Major Duties and Responsibilities:

1. Assist teachers in ensuring all pupils' continuing educational development through establishing constructive relationships and contributing to pupil information sheets, EHCP and medical care plans.
2. Assist teachers in removing barriers to learning to enable an inclusive learning environment.
3. Prepare, maintain and use equipment/resources required to support in the delivery of lesson plans/relevant learning activity and assist pupils in use.
4. To ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.
5. Administer routine tests and invigilate exams and undertake routine checking of pupil's work.
6. To be a qualified first aider and administer first aid as and when necessary.

Job Activities:

- Supervise and provide particular support for pupils, including those with special and mental health needs, ensuring their safety and encourage pupils to interact with others and to engage in activities led by the teacher or in the Learning Hub.
- Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement under guidance of the teacher.

- Establish constructive relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Assist with the planning of learning activities, monitoring pupils' responses to these, accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems as required.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Provide clerical and administration support for teachers, including administering examination forms.
- Assist in maintaining records for SEND students including medical and SEMH information.
- To support the SENCO with the organisation, co-ordination of meetings and conducting them when necessary. To liaise with relevant outside agencies to ensure that individual pupil needs are met effectively.
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENCO.
- Ensure with the SENCO that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- To help assist the SENCO and ensure that the requirements of EHCP's funding applications are fully met.
- Support the SENCO with the observations of pupils who are raised through the SEN referral process and be able to identify traits of potential needs.
- Create and implement effective personalised plans of action to support pupils.
- To monitor the progress of students in SEND and advise the SENCO.
- To support the process of access arrangements in liaison with the examinations manager.
- Work with the SENCO and teaching staff to collate, track and implement EAA requests.
- Any other reasonable request e.g. exam invigilation as and when required.
- Implement mentoring and therapeutic sessions with students following the relevant training.

- Provide emotional support to students with SEMH when necessary.
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the academy.
- To undertake other duties appropriate to the post as directed e.g. exam invigilation as and when required.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish productive working relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend and participate in training and other learning activities as required.

The Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.