



DOWNSEND
SCHOOL

JOB DESCRIPTION

Post:	Special Needs Support Assistant
Hours per week:	5 mornings a week, term time only
Responsible to:	Special Educational Needs Co-ordinator (SENCo)
Responsible for:	1:1 Support for allocated pupils
To commence:	1 March 2018

SCHOOL ETHOS:

Downsend is an established, academic preparatory school which is dynamic and contemporary. We provide each child with a broad education, through experiencing a vibrant school life that extends beyond the classroom, and provides outstanding academic development. We encourage our pupils to become well-rounded individuals in a modern society. Staff and children enjoy excellent relationships and pastoral care is of paramount importance.

General Information

Downsend School is a happy, caring and energetic school. Each child is encouraged to reach their full potential and develop a passion for learning. Our dedicated, well-qualified team is committed to providing the best educational experience for every child.

Purpose of Position

To assist in promoting the education and welfare of pupils with special educational needs, having regard to the aims and objectives of Downsend School and its policies. To work under the direct instruction of the SENCO and form teacher, to support access to learning for the pupil allocated to them who requires additional support.

Relationships

The post holder is responsible to the SENCO and can liaise with other Teachers and Teaching Assistants as required. The post holder also interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with pupils, parents and support staff, including peripatetic staff and outside agencies.

Standards and Quality Assurance

1. Support the aims and ethos of the school;
2. Set a good example in terms of dress, punctuality and attendance;

Support for Pupils

1. To share in the responsibility for the discipline and pastoral care of the pupils allocated to them, including the safeguarding and promoting of children's welfare;
2. To generally maintain good order and discipline among pupils, and safeguard their health and safety, both on and off the School premises;
3. Establish and maintain good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs;
4. Supervise and support pupils ensuring their safety and access to learning, including those with special educational needs;
5. Assist with the implementation of Targets;
6. Promote the inclusion and acceptance of all pupils;
7. Encourage pupils to develop self-discipline, self-esteem, confidence and independence;

Support for the School

1. Be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, security, confidentiality and data protection, reporting all concerns to an appropriate person in a timely manner;
2. Be aware of and support difference and ensure all pupils have equal opportunities to learn and develop;

Health & Safety

The post holder shares responsibility for the safety of all pupils and must ensure that:

1. All accidents are reported to the School Nurse and the Head of Lower School and recorded using School's Accident Report Form procedure;
2. The Head of Lower School, the Headmaster and the Business Manager are kept informed of any concerns regarding Health & Safety and safe working practices.

Safeguarding Children

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Person Specification

The successful candidate is likely to match most or all of the following characteristics:

- An outstanding Special Needs Support Assistant with a passion for education;
- Ability to teach with a multisensory approach with an excellent understanding of the specific learning needs of pupils;
- A keen and self-motivated individual, who wishes to be a committed team member in a successful school;
- Calmness and efficiency and the ability to work under pressure at certain times;
- A cheerful and well-presented person;
- Excellent communication skills (oral, written and use of ICT);
- Good organisational and administrative skills;
- Aware of Health & Safety issues, particularly as they relate to co-curricular activities, and willing to comply with Health & Safety policy;
- Aware of the nature of the School and prepared to commit to its all-round ethos;
- A willingness to work with energy and enthusiasm, and be prepared to go 'the extra mile'.

Sarah Hallsworth
SENCO
Downsend School

Signed: (Post Holder)

Name: _____

Date: _____

Signed: (SENCO)

Name: _____

Date: _____

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.



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Post:	Special Needs Support Assistant
Hours per week:	Fridays 9.00-3.45pm, term time only
Responsible to:	Special Educational Needs Co-ordinator (SENCo)
Responsible for:	1:1 Support for allocated pupils
To commence:	23 February 2018

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Sarah Hallsworth
SENCO
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Signed: (SENCO)

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