



Core Purpose

To assist in the support and inclusion of students with Special Educational Needs within WBGs. To work under the direction of the SENDCo and the Specialist teachers, as part of the Learning Support Team in supporting and working with students covering a wide range of needs. This will include supporting in the classroom, in one to one sessions and/or in leading small groups.

Main Areas of Responsibility

Accountable to: SENDCo

The main duties and responsibilities of this role are described below:

- To establish a supportive relationship with the student concerned
- To encourage acceptance and inclusion of the students with special needs
- To develop methods of promoting/reinforcing the students' self-esteem
- To provide regular feedback about the student to the teacher

Supporting the student:

- to develop a knowledge of a range of learning support techniques and to develop an understanding of the specific needs of the students to be supported
- taking into account the learning support involved, to aid the student to learn as effectively as possible both in group situations and on his own, for example:
- Clarifying and explaining instructions
- Ensuring the student is able to use equipment and materials provided
- Motivating and encouraging the student as required
- Assisting in weaker areas e.g. language, behaviour, curriculum related work, handwriting/presentation
- Meeting physical and emotional needs as required whilst encouraging independence
- Liaising with subject teachers and SENCO about Pupil Profiles
- Developing appropriate resources to support the students.

Supporting the school

- Where appropriate to develop a relationship to foster links between home and school
- To contribute to reviews of students' progress, as appropriate
- To attend relevant in-service training
- To be aware of school procedures
- To be aware of confidential issues linked to home/student/teacher/school work and to keep confidence appropriately.

Support for the curriculum

- To develop awareness of the requirements of the national curriculum
- To undertake training as necessary.
- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.



Common to all staff job descriptions

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Equality Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description is by no means exhaustive; our expectation is that the postholder will continuously seek to further the effective performance and development of the school, its students, staff and community.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.