

Job Description

Date: September 2019

Post Title	Reporting To	Responsible For	T&C	Scale/Point	Hrs/Wk	Wks/Year	Job Purpose	Key Responsibilities	General Duties and Responsibilities
1 to 1 SEND Key Worker	SEND & Vulnerable Students Support Manager/ Team Leader	None	NJC	Scale 1C Pt 2 to 3	32.5	term time plus 5	<p>To work with the SENCO and the SEND Manager to address the needs of children who need help to overcome learning barriers in order to achieve their full potential.</p> <p>To act as a 1:2:1 Key Worker for a targeted cohort of students, supporting their learning and providing for their care and welfare.</p>	<ul style="list-style-type: none"> ● Provide care and support for one or more individual students identified as having special educational needs during the school day. ● Develop close, caring and purposeful relationships with target student/s, and, where appropriate, offer support to other students in the same class as the target student/s. ● Facilitate small group work in the classroom, and in particular create time for the subject teachers to work with students who have SEN. ● Assist students' language development with appropriate support for reading, writing, speaking, asking and listening. ● Support individual students through assessments, tests and examinations, in line with the College's procedures and as agreed with the Exams Coordinator. ● Work with individual students on a one-to-one basis to develop literacy, numeracy and social skills. ● Assist with the students' personal, behavioural and social development through appropriate guidance and advice, within the context of the teacher's overriding responsibility for behaviour management in the classroom. ● Take a constructive role in preventing/minimising the effects of emotional and behavioural incidents. ● Support teaching staff in the planning and preparation of lessons to enable access to the curriculum for targeted students. ● Support teaching staff in the development and presentation of students' individual learning programmes. ● Contribute towards the reporting, recording and monitoring of individual students ● Accompany students with specific difficulties on trips or visits. ● Support students with physical and/or medical needs to access appropriate care intervention, eg help with physiotherapy sessions; and assist students with physical impairment to access hygiene facilities ● Carry out duties in relation to First Aid and be 	<ul style="list-style-type: none"> ● To work at all times in accordance with the mission, ethos and values of the College. ● To understand and adhere to College policies and procedures. ● To have knowledge of and act in accordance with Health and Safety, Safeguarding and Child Protection policies and procedures. ● To pursue personal and professional development required for the effective performance of the role. ● To set a good example in terms of personal presentation, attendance/punctuality and professional conduct to act as a role model to other staff and students. ● To always maintain confidentiality and discretion ● To attend meetings and other College events as appropriate ● To work as part of the College's support staff team and to provide support to and back-up cover for other team members as appropriate

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								<p>willing to undergo appropriate training</p> <p>This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.</p>	
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