



## JOB DESCRIPTION

<b>TITLE OF POST:</b>	<b>Education Support Assistant</b>
<b>RESPONSIBLE TO:</b>	i) SEN Co-ordinator ii) SLT with responsibility for SEN
<b>SALARY GRADE:</b>	<b>Pass Scale 3 : Actual Salary £15,760 - £16,397</b>
<b>CONTRACT :</b>	This contract of employment is temporary from 1 <sup>st</sup> September 2019 and will end if the student no longer requires one to one support or leaves the school.
<b>PURPOSE OF JOB:</b>	To support an individual pupil with a physical and sensory needs. To provide one to one support for both physical and academic well-being for a Year 7 student with an Education, Health and Care Plan who is transitioning to secondary school. You will be directly responsible to the Special Educational Needs Co-ordinator.

### KEY DUTIES & RESPONSIBILITIES

To

- support an individual pupil with a particular physical need and learning difficulties in accessing the full curriculum;
- work under the supervision of SENCO and subject teachers;
- support programmes of work, producing appropriate resources, as required by subject teachers;
- assist with the recording of pupil progress and any documentation relating to the pupil;
- carry out any medical or care procedure, including intimate care, as deemed necessary for the health and safety of the pupil;
- attend appropriate training as identified to meet the needs of the pupil;
- accompany pupil on all educational visits;
- provide homework support for pupil;
- provide extra-curricular support for pupil ;
- prepare of materials and resources;
- undertake all other reasonable duties as requested by SENCO;
- undertake any other reasonable duties requested by the Headteacher.

### WORKING HOURS:

Term time only, 35 hours per week

**\* The nature of the role will require occasional flexibility in working hours \***