

# Job Description: SEN Support Worker

**Scale:** CCC Level 1A, spinal point 2 – 3 (actual salary £12,761 - £13,016)  
**Hours:** 27.5 hours per week, term time plus 5 days  
**Responsible to:** SENCO

## Purpose of the role

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

## Main Duties and Responsibilities

### 1. Support for children

- Support students identified as SEND with their additional needs as necessary.
- Carry out pre-determined tasks, explaining, as necessary to support learning,
- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks. Through building mutual trust and respect and being approachable to pupils
- Provide learning support to children with significant care needs (including intimate care needs) or where English is not their first language.
- Support children with significant development needs, e.g. cognition & learning, SEMH, Communication and interaction or Sensory/physical needs, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- Challenge students misbehaving around the college.

### 2. Support for the curriculum

- Provide targeted support to enhance learning and improve attainment.
- Support the teaching of the range of subjects the school delivers.

### 3. Support for the school

- Assist in maintaining records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing Assess, Plan, Do Review meetings for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Contribute to behaviour management within the school by: following the school's behaviour policy, supporting colleagues in implementing the school's policy and by anticipating and taking action to prevent potential problems arising, taking charge of situations to allow the teacher to continue to work with the rest of the class as necessary.
- Undertake any other duties consistent with the grading of the post.

### 4. Support for the teacher

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings and staff training as required.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events. Attend and actively participate in staff meetings.

***The post holder will have a shared responsibility for the safe guarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.***

*Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the school's financial regulations. This will involve complete monthly monitoring reports and where necessary liaison with the Trust Accountant. As well as an understanding that all our funds are 'the children's money', it is your responsibility not to waste it.*

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the DBS.*