

WESTON FEDERATION

JOB DESCRIPTION



Position: **Special Education Needs Support Worker**

Dates: Closing Date: Tuesday 17th April 2018
Grade: Level 3
Salary:
Location: Weston Infant Academy, West Street, Weston Coyney, Stoke-on-Trent, ST3 6PT
Contract Type:
Contract Term:

Job Purpose:

The St. Bart's Multi-Academy Trust, in partnership with Governors, staff and children, wish to appoint a good Special Education Needs Support Worker who can demonstrate the potential to become an outstanding member of our team.

- To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

Key Duties / Responsibilities

- Implement planned learning activities/teaching programmes as directed by the teacher, adjusting activities according to pupils' responses as appropriate
- Providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve short periods of lifting, where mobility is an issue)
- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Update pupil records
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Undertake moving and handling activities as required, assembling and cleaning away of equipment
- Any other duties appropriate to the post.

Person Specification:

- Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- An ability to fulfil all spoken aspects of the role with confidence through the medium of English

Contact Details:

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