

ST MICHAELS COMMUNITY ACADEMY



JOB DESCRIPTION

Position: SEN Support Worker

Dates:	22/10/2018
Grade:	Level 3
Salary:	
Location:	St Michael's Community Academy
Contract Type:	Temporary
Contract Term:	Support Staff Part Time
Hours/Work patterns if Part Time	15hrs per week, Mon – Fri (12.15pm – 15.15pm)

Job Purpose:

The St Bart's Multi-Academy Trust, in partnership with Governor, staff and children at St Michael's Community Academy, are seeking to appoint an SEN Support Worker 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:

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1. Implement planned learning activities/teaching programmes as directed by the teacher, adjusting activities according to pupils' responses as appropriate
2. Providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
8. Understand and support independent learning and inclusion of all pupils as required.
9. Work with pupils on therapy or care programmes, designed and supervised by a therapist/care
10. 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)
11. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
12. Update pupil records
13. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
14. Assist with break-time supervision including facilitating games and activities
15. Assist with escorting pupils on educational visits
16. Support pupils in using basic ICT
17. Undertake moving and handling activities as required, assembling and cleaning away of equipment
18. Any other duties appropriate to the post.

We offer:

- The chance to work with staff who are friendly, skilled, willing to learn and love their jobs
- Enthusiastic, happy children
- All equipment and protective clothing necessary for the job will be provided

Closing date:

Closing date for applications is Friday 9th November 2018

Interviews:

Interviews will take place on Monday 12th November 2018

St Michael's Community Academy is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

St Michael's Community Academy is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the 'Rehabilitation of Young Offenders Act 1974' and the successful applicant will be subject to an enhanced check by the Disclosure and Barring Service (DBS).

Visits to the school are encouraged.

Application packs are available from the school office.

Please contact **Nina Tomkinson on 01270 685685 for further details.**

Contact Details:

Applications to be returned to:

Mrs Nina Tomkinson
St Michael's Community Academy,
Holland Street,
Crewe,
CW1 3SL

Telephone: 01270 685685

Email: admin@smcacademy.co.uk