



Camelford Primary School – Mainstream SEN Support

JOB DESCRIPTION

Job title:	1:1 SEN Support - Mainstream
Grade:	D
Responsible to:	SENCO/teaching staff
Direct supervisory responsibility:	None
Indirect supervisory responsibility:	None
Important Functional Relationships:	Teachers, pupils, support staff, parents

Main purpose of the job

To take a pro-active role in the support of the educational, social and physical needs of the pupil; to support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work, when necessary. To meet the needs of the pupil with specific needs for learning support in relation to physical, learning and complex difficulties.

Duties and responsibilities:

1. To assist the pupil in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the child to learn as effectively as possible.
2. To establish supportive relationships with the pupil concerned and to encourage acceptance and inclusion of all pupils.
3. To encourage social integration within the school setting and individual development of the pupil. To develop methods of promoting and reinforcing pupil's self-esteem.
4. To assist in preparing, using and maintaining relevant resources to support the child.
5. To assist with lunch and break-time supervision of the child on a rota basis in accordance with the School's Policy for Playground Supervision.
6. To accompany the child on educational visits and outings as supervised by the Teacher.
7. To assist with the assessment, monitoring and recording of the child's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of the child to the teacher or headteacher as appropriate.
8. To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
9. To supervise an individual or small group of children within a class under the overall control of the teacher.
10. To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required.



11. To attend to the physical and medical needs of the pupil requiring specialist care, for example assisting with one-to-one feeding, administering medication etc.
12. To meet the mobility needs of the pupil assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training.
13. To meet the needs of incontinent pupils.
14. To meet the needs of pupils with emotional and behavioural difficulties. To support the teacher in the management of pupils with challenging behaviour so as to prevent harm and disruption to the pupil or others, within the limits of the post holders training (eg: Safer Handling) and school policies and procedures.
15. To carry out administrative tasks associated with all of the above duties as directed by the teacher.
16. To remain aware and work within all relevant school working practices, policies and procedures.
17. To attend staff meetings and school-based INSET as required. To meet with the SENCO and/or other appropriate staff.
18. To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may noted during the course of duty.
19. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
20. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
21. The post holder is responsible for his/her own self-development on a continuous basis.
22. To undertake other duties appropriate to the grading of the post as required.

Reviewed by: Camelford Primary School

Date: October 2021



PERSON SPECIFICATION

Job Title: 1:1 SEN Support

Department: School based

Person specification reviewed by: Camelford Primary

Date: October 2021

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Previous experience of working with children or young people with physical/learning difficulties and/or behavioural problems.	Previous relevant work experience from within a school or residential setting.	Application form. Interview.
<u>Education & Training</u>	Good levels of English and Maths. Attainment of 4 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude through previous work experience.		Application form. Interview.
<u>Special Knowledge & Skills</u>	Organisational skills. Good communication skills.	Knowledge of issues relevant to education and child development.	Interview.
<u>Any Additional Factors</u>	Able to prioritise between different demands. Ability to work to deadlines. Self-motivated, and able to work in a team. An interest in children and education. Patient and friendly approach. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.	Able to work without supervision.	Interview.