

# HANDSWORTH PRIMARY SCHOOL

Handsworth Avenue, Highams Park, London E4 9PJ

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Headteacher – Claire Nairne



## **Job Description:**

**Job title:** Special Needs Assistant (1 to1)

**Salary:** Scale 3, Point 5 to 6

**Contract type:** Fixed Term

**Reporting to:** Headteacher

## **Purpose of the Job:**

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for children identified as needing 1:1 support. The primary focus is to undertake educational activities with individuals, within a framework agreed with and under the overall direction and supervision of a qualified teacher.

## **Key duties and responsibilities:**

- 1.** Plan, prepare and deliver assigned programmes of teaching and learning activities to an individual pupil modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
- 2.** Assess, record and report on development, progress and attainment.
- 3.** Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- 4.** Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- 5.** Assess the needs of a pupil and use detailed knowledge and specialist skills to support pupils' learning.
- 6.** Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- 7.** Help keep the children safe.

- 8.** Develop and promote positive working relationships with staff, pupils and parents and promote the school positively at all times.
- 9.** Support the role of parents / carers in pupil learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.

*The Headteacher reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.*

## PERSON SPECIFICATION

### SEN Key Worker

#### (1:1 with pupil in receipt of High Needs Funding)

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

**Applicants should describe in their application how they meet these criteria.**

	<b><u>CRITERIA</u></b>
<b>QUALIFICATIONS</b> <i>Essential</i>	High standard of general education including good proven numeracy and literacy skills.
<b>EXPERIENCE</b> <i>Essential</i>	Successful relevant experience of working with children of relevant age within a learning environment.
<b>SKILLS AND ABILITIES</b> <i>Essential</i>	<p>Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</p> <p>A mature and sensitive manner and excellent interpersonal skills.</p> <p>Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.</p> <p>An ability to work confidentially, efficiently and on own initiative.</p> <p>Be able to work as part of a team and to be flexible in their approach to daily routine.</p>

<p><b>SKILLS AND ABILITIES</b></p> <p><i>Essential (cont.)</i></p>	<p>Be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.</p>
<p><b>KNOWLEDGE</b></p> <p><i>Desirable</i></p>	<p>Requires knowledge and understanding of National Curriculum requirements in relation to specialist area (e.g. additional needs, curriculum area), including planning, preparing and delivering programmes of learning activities to groups and classes.; also detailed understanding of how pupils of relevant age group(s) and ability learn; relevant learning strategies and methods.</p> <p>Knowledge and compliance with policies and procedures relevant to child protection and health and safety.</p> <p>Hold a Learning Support qualification at NVQ Level 2 or above (or equivalent) plus knowledge acquired through training and experience to level of professional standards specified.</p>
<p><b>Other Requirements</b></p>	<p>A commitment to on-going personal development and willingness to undertake appropriate training</p> <p>Appointment to the post is subject to a satisfactory enhanced DBS check</p> <p>Evidence of commitment to safeguarding and protecting the welfare of children</p> <p>This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.</p>

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