



SEND Assistant – Grade 6 (35 hours per week) 38 weeks, plus 5 INSET days

Core Purpose:

- To support the implementation of the Graduated Pathway to develop, monitor and review My Plans and My Plans+ for KS3 and KS4 students across the school

Main duties and responsibilities include:

- Support the whole school provision of SEND including the writing of My Plans and My Plans+ and contributing to Pupil Passports or EHC applications and plans under the direction of the SEN Lead Teacher
- To contribute to the school's work with families to identify strategies to support pupils with SEN both in school and at home.
- To hold or take an active part in meetings with parents and professionals including Special Educational Needs (SEN) reviews, Educational Healthcare Plan (EHCP) reviews, multi-professional meetings, with SEN teams, social workers and other outside agencies, preparing paperwork and keeping records as appropriate.
- Ensure if a student transfers to another school, all relevant information is conveyed to that school to support a smooth transition for the student.
- Support the SENCO or SEN Lead Teacher with keeping the SEN register up-to-date and ensuring paperwork including plans, reports and policies are completed in a timely manner.
- Build effective relationships with identified students, acting as a key trusted adult, to support them in school and making transitions to new settings as needed.
- Promote the welfare of children and young people and at all times and ensure safeguarding policies and procedures are followed.
- Any other reasonable duties commensurate with the post and grade

Person Specification

The ideal candidate will have:

Experience

- Significant experience of supporting SEND
- Experience of working with children in KS3 and/or KS4

Knowledge, skills and understanding

- Knowledge and understanding of the SEND Code of Practice including the graduated approach
- Knowledge of trauma, ACEs and relational/ restorative practice
- Knowledge and understanding of appropriate interventions and strategies to support students in and out of class
- Effective communication and interpersonal skills

Personal Qualities

- Commitment to securing the best outcomes for students

- Unconditional positive regard for children and young people
- Ability to work under pressure and prioritise effectively
- Flexible and adaptable approach to managing workload

Education and Qualifications

- Essential - Level 2 qualifications in English and Maths (C grade or above in GCSEs or equivalent)
- Desirable - NVQ3 for Teaching Assistants or equivalent qualifications