

River Beach Primary School
Special Educational Needs and Disabilities/ Behaviour Support Assistant
Job Description

Title of Post: SEND/Behaviour Support Assistant (incl First Aid)

Grade: 3

Responsible to: Inclusion Leaders/ Headteacher/ Governors

Main Duties/Responsibilities:

- To work as part of a team under the direction and guidance of the Headteacher, Inclusion Leaders and class teachers to support and assist in the delivery of the curriculum to children who require additional behaviour support.
- To inspire and motivate children with special needs to boost self esteem and improve development

Key Tasks:

- To support children with special needs
- Supervise and support pupils internally excluded from class, or who are otherwise not working to a normal timetable, within the school, when required.
- Support literacy and numeracy for these individual children both individually and in whole class sessions
- Withdraw children from classes to teach and deliver intervention programmes – some children timetabled for the whole year and some for part of the year
- To support the challenge and motivation of pupils, promoting and reinforcing self- esteem and encourage positive attitudes and social interaction
- Provide information and advice to enable pupils to make choices about their own learning and behaviour
- To assist with the development and implementation of individual education/ behavioural/ support/ mentoring plans and positive behaviour management strategies
- To undertake the delivery of specific programmes, as required, within recognised guidelines and established policies
- To apply a variety of strategies when supporting children with SEND, appropriate to individual or group needs
- To regularly report and review with Inclusion Leaders/class teachers about individual/ group progress and discuss future needs and plans
- To ensure that required deadlines for records, reports and information gathering are met
- To provide general Teaching Assistant support for whole classes when required
- To make resources for teachers for pupils use, as directed by the Inclusion Leaders or classroom teachers and assist where necessary with the preparation of materials to ensure effective and efficient teaching
- To supervise children at playtime

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- Provide pastoral care and assistance for children who are upset, ill, or require personal hygiene-related care in order to minimise distress
- Work alongside the dedicated Welfare Assistant in administering medicines and contacting parents as appropriate ensuring at all times that the relevant rules and procedures are adhered to
- Under agreed school procedures, and if trained, to give basic first aid and medicine and accompany sick children home, to a health centre or hospital as necessary
- Assist pupils undertaking programmes of special care such as physiotherapy under the direction of the appropriate specialist
- To abide by all Health and Safety guidelines and directions. To report any health and safety issues to the Premises Manager or Business Manager in his absence
- To ensure the very highest standards of teaching and learning are maintained at River Beach Primary School
- To treat all information about the school as confidential

Other information:

- The post holder must carry out their duties in accordance with River Beach Primary School's Equal Opportunities Policy, the Health & Safety Policy, Child Protection Policy and the School's requirements and standards. River Beach Primary School is committed to safeguarding and promoting the health, welfare and well-being of the children in its care. The post holder will be responsible for promoting and safeguarding the welfare of pupils at the school in line with the School and Children's Services priorities.
- The post holder will take all reasonable care to promote a healthy working environment and safe working practices in accordance with the School's Health & Safety Policy. As an employee the post holder is required, under section 7 of the Health and Safety at Work Act 1974, to take all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work.
- The Post holder will demonstrate a commitment to and understanding of equal opportunities and set an example of non-discriminatory behaviour and work practices to ensure as far as reasonably practicable, the successful implementation of the School's Equal Opportunities Policy.
- Data Protection Act- Under the provision of the Act, it is the responsibility of each member of staff to ensure that all computerised personal information relating to pupils and other members of staff which s/he has access in the course of employment is regarded as strictly confidential. Failure to adhere to this instruction will be regarded as serious misconduct and lead to disciplinary action.
- The post holder will be committed to attend staff training and participate actively and effectively in their own development through supervision and performance management processes.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- This post is subject to an Enhanced Disclosure & Barring Service Check.

September 2014