

Ponteland High School

Job Specification

- 1) Name:
- 2) Generic Employment/Workplace: Teaching and Resource Assistants/Ponteland Community High School
- 3) Post Title: Specialist Educational Needs Statement Support Assistant
- 4) Grade/Salary Range: APT&C 3
- 5) Level:
- 6) Responsible to: Head Teacher via SEND Co-ordinator
- 7) Responsible for: To support students with statements of Special Educational Needs. To support access to learning for students. To assist the SEND Co-ordinator.
- 8) Duties and Key Result Areas:
 1. To aid students to learn as effectively as possible eg:
 - Clarifying and explaining instructions
 - Motivating and encouraging the student
 - Assisting in the development of literacy, numeracy, behaviour and presentation
 - Aiding concentration to ensure completion of tasks
 - Liaise with teachers to devise complementary learning activities
 2. To establish a supportive relationship with student(s).
 3. To develop students' self esteem.
 4. Keep records of interaction with students and to contribute to target setting.
 5. Adopt a general role of care for all students, buildings and resources.
 6. Attend school based training sessions/meetings as appropriate.
 7. Implement school policies.
 8. Work unsupervised with individual pupils or groups of pupils as appropriate.
 9. To prepare or assist in the preparation of study programmes for groups of students with specific learning needs.
 10. To provide support to teachers in developing effective approaches to manage behaviour.

11. To mentor, under the direction of the SEN Co-ordinator, other SEN Statement Support Assistants.
12. In addition and in line with grade/level of post, the post holder may be required to undertake further responsibilities eg invigilation of exams, at the request of the Head Teacher.

Ponteland Community High School
A Specialist Language College
Person Specification: Curriculum Support (SEN) Assistant

Criteria	Essential Requirements	Desirable Requirements	Evidence From
Qualifications and Experience	Good, general education qualifications up to Level 2; Some experience of working successfully with young people	Further qualifications e.g. NNEB; BTEC (Child Care); City and Guilds Learning Support Certificate Levels 1 and 2; Higher qualification: Degree or equivalent. Previous work inside a school	Application Form; Letter
Knowledge and Skills	Ability to keep detailed records of interactions with students; Sound ICT skills (word processing; data bases etc.) Good organisational skills; Ability to action plan with students; Good oral and written communications skills;	Advanced ICT skills; Guidance skills; Counselling skills.	Application Form; Letter; Interview; Reference.
Personal Qualities and Skills	Flexible and ability to work in an extended team with the school SENCO. Enjoys working with young people; Calm, measured approach to students; Hardworking with good attendance record; Ability to work without direct supervision; Can engage with the goals and values of the school; Good interpersonal skills.	Willingness to engage in extended activities.	Interview; Reference.