



POST TITLE: SEMH ARP Support Assistant A4852

EVALUATION: 427 points

GRADE: N4

RESPONSIBLE TO: Head Teacher

RESPONSIBLE FOR: N/A

JOB PURPOSE: To support pupils with SEMH both within the specialist provision (ARP) and the wider school. To assist with the whole school development of SEMH. To provide classroom support for targeted pupils under the direction of the teacher and to respond to pupils' needs.

MAIN DUTIES: The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

(a) General

- 1 Undertaking activities, as directed by the ARP classroom teacher and/or SENDCo, with individuals or small groups of pupils.
- 2 Demonstrating initiative and independence.
- 3 Providing clerical/admin support, e.g. photocopying, typing, filing, collection of money, administer appropriate assessments and exams.
- 4 Be active in the development of Social, emotional and mental health practice within the ARP.
- 5 Arrange and accompany pupils on excursions and other activities
- 6 Giving relevant feedback to the teacher regarding the learning and additional needs of pupils thus offering the teacher support in their assessment.
- 7 Work collaboratively with the ARP and wider school staff.
- 8 Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.
- 9 Administer medication to pupils in accordance with the school's policy and procedures (only where the postholder, in accordance with the LA guidance, has agreed to be the named volunteer for this task).
- 10 To promote and implement the School's Equality Policy in all aspects of Safeguarding.
- 11 To promote and implement the School's Equality Policy in all aspects of employment and service delivery.

(b) Classroom Organisation

- 1 To be responsible for the organisation, ARP maintenance, setting out, clearing away and care of resources to create a purposeful and engaging learning environment.
- 2 Assisting in the preparation and maintenance of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.
- 3 Preparing pupils' work for display in the ARP and around the school.
- 4 Demonstrating creativity in assisting with the practical resourcing of the ARP.

(c) Specialist Skills

1. Providing specialist support to pupils with identified SEMH.
2. Assisting in the provision of a dedicated specialist centre for identified pupils.
3. Working with specialist staff and supporting the delivery of learning programmes.
4. Contributing to SEN reports and reviews; liaising with families and external professionals where appropriate.

(d) Pupil Support

- 1 Working with pupils directly on curriculum related tasks under the direction of the ARP teacher/ SENDCo.
- 2 Support pupils to access the curriculum within the ARP and when integrating within the wider school.
- 3 Assisting in the delivery of all aspects of support to pupils including assessment, recording and reporting procedures and maintenance of SEN Paperwork, including IEP's under the guidance of the ARP teacher/SENDCo.
- 4 Assisting with monitoring and evaluating the learning environment provided for pupils and use this evaluation to help make necessary changes and developments within the classroom; adapting the environment to best meet the children's needs.
- 5 Plan, deliver and review identified interventions appropriate to the needs of the pupils under the supervision of the ARP teacher.

(e) Welfare and other duties

1. Under the teacher overall control, maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.
2. Create a welcoming and inclusive provision, which supports a calm, purposeful environment.
3. Ensuring pupils are safe in the wider school.

4. Supervising pupils during informal periods of the day.
5. Providing general care and welfare by responding to the specific needs of ARP pupils, which may include personal and intimate care.
6. Contribute to school award and well-being systems.