



ST PETER'S SCHOOL HUNTINGDON JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST HOLDER:	
POST TITLE:	Physical and Sensory needs Personal Assistant
HOURS WORKED:	8.30-3.05 Monday to Friday, term time only
GRADE:	Point 4 -5 £18,426-£18,795 pro rata
RESPONSIBLE TO:	Special Educational Needs and Disabilities (SEND) Manager
PURPOSE OF JOB:	<p>To support students with physical and /or sensory needs so that they are able to access learning safely and successfully in school.</p> <p>Foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times.</p> <p>To support the progress of students</p>

MAIN RESPONSIBILITIES:

SAFEGUARDING

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety)

- To provide support in lessons and around school for students with physical and sensory impairments.
- Liaise with class teachers so that adaptations can be made in advance of lessons.
- Develop a good working relationship with students and parents
- Modify work - to ensure that it is accessible.
- Produce modified test/exam papers for end of unit or mock papers
- Use equipment to turn word into Braille and Braille into word
- Undertake any training necessary to learn how to modify work for visually impaired students, such as learning Braille, sighted guide training.
- Have a good working knowledge of an iPad
- Escort students around school - could lead to
- To implement 1-1 and small group interventions for students with physical and sensory difficulties under the guidance of the SENDCO.
- To provide/maintain records on SEND students' progress and contribute to Statutory Reviews.

- To support teachers in the classroom. Liaise with teachers and up-date them on the individual needs of SEND students. To keep them informed of appropriate strategies to support and overcome their difficulties in the class room.
- To provide admin/clerical support, where required, in SEND department.

GENERIC RESPONSIBILITIES:

- Support class teachers to develop and prepare resources for learning activities in accordance with lesson plans and in response to student need.
- Provide detailed verbal and written feedback on lesson content, student responses to learning activities and student behaviour, to teachers and students.
- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all students, including those with specific needs, both in learning activities and within the classroom.

2 ACHIEVEMENT

- Provide learning support to enhance learning and improve attainment across all years and curriculum areas for students with difficulties.
- With teachers, evaluate students' progress through a range of assessment activities.
- Assess students' responses to learning tasks and, where appropriate, modify methods to meet individual and/or group needs.
- Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement.
- Assist in maintaining and analysing records of students' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific students.
- Report on students' progress and achievements at parents meetings, either through attendance at targeted meetings or input to Parents' Evenings.

3 BEHAVIOUR AND SAFETY

- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others.
- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce students' self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant college policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement child protection procedures in line with school policy and comply with legal responsibilities.
- Assist in maintaining good discipline of students throughout the school and escort and supervise students on planned visits and journeys as appropriate.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating support for their child's attendance, access and learning, and supporting home to college and community links.

- Assist teachers by, where appropriate, receiving instructions directly from professional or specialist support staff involved in the student's education. These may include social workers, health visitors, language support staff, speech therapists and educational psychologists.

4 LEADERSHIP AND MANAGEMENT

- To take responsibility for own professional development and support others.

5 OTHER

- To attend relevant in-service training.
- To be aware of school policies and procedures, including those relating to confidentiality.
- Attend and actively participate in staff meetings as necessary.
- Act as an extension of the school's pastoral system by supporting students and their welfare needs, acting as a co-tutor and liaising with pastoral teams.

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

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