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| **Davison CE High School for Girls** Selborne Road, Worthing, West Sussex, BN11 2JX  Telephone: 01903 233835 | | | |  |
| **Position** | 1:1 Special Support | | |
| **Location** | Curriculum Support Department | | | |
| **Line Manager** | Deputy SENDCO | | | |
| **Grade** | WSCC NJC Grade 7  (SCP14-19)  £23,484-£25,927 per annum  (£19,509-£21,539 pro rata salary) depending on experience | **Hours** | 37 hours per week  8.30 am – 4.30 pm  4.00pm finish on Fridays  30 mins break per day  Term time only | |
| **Key Tasks & Responsibilities** | | | | |
| To provide specialist assistance and teaching to an individual student who requires support to overcome barriers to learning with:   * Physical disabilities and specific learning difficulties   To undertake practical and support work in order to complement the work of the teacher, taking responsibility for agreed learning activities and care provision for an individual student including attending to personal needs and requiring considerable precision in the use of specialised medical equipment. The role is to provide medical care and deliver specified work under the direction of the class teacher. This will involve planning, preparing and delivering lessons for the child and on occasions small groups, monitoring students and assessing, recording and reporting on students’ achievement, progress and personal and social development.  **Responsibilities:**  **Medical and Care Support**  To undertake all personal care requirements for the individual student including management of eating as well as help with social, welfare and health matters including administering feeds via gastrostomy and carrying out regular medical procedures under the direction of a healthcare practitioner and following appropriate training.  To work with the student on therapy or care programmes designed and supervised by a therapist/teaching/medical professional.  To supervise the student in class, in additional locations around school, at playtimes and in the dining area.  To be able to remain on site during lunchtimes in times of staff absence.  To escort and supervise the student on educational and out of school activities.  To contribute to the development and promotion of the students’ confidence and self-esteem.  To monitor the student’s conduct and behaviour throughout the learning process and at play and lunch time and intervene to resolve issues.  To ensure the highest standards of health and safety are adhered to at all times.  To work as part of a multi-disciplinary team building positive relationships with them – e.g nurses, therapists.  To liaise with parents and other professionals under the guidance of the teacher and in accordance with school policy.  **Teaching and Learning**  To work with the individual child and on occasions small groups under the direct of the teacher.  To prepare and deliver differentiated programmed activities for the student under the direction of the teacher.  To use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.  To assess, record and report on development, progress and attainment using school policy.   * To assess the needs of the students using detailed knowledge and specialist skills to support learning. * To support the teaching staff in managing the student to gain independence in learning and personal, social, health and citizenship skills. * To share responsibility for all students in the school and develop a moral, spiritual and cultural school ethos where students ca achieve success and recognition.   To prepare classroom materials, and equipment for the child and small groups.  Use IT effectively to support learning and develop students’ competence and independence in its use.  Select and prepare resources to lead learning activities taking into account the individual needs, interests, language and cultural background.  To follow the schools agreed policies including:   * Teaching and Learning Policy * Behaviour Policy * Child Protection Policy * Safeguarding Policy   To participate fully in the delivery of the curriculum and the general life of the school.  **General**  To support the school staff in the supervision/care of the children as necessary.  To attend and participate in regular meetings.  To take part in the training of staff in activities for your own professional development, including appraisal, as required.  To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.  To undertake any duties which may be reasonably allocated by the Senior Leadership Team appropriate to the role to ensure the smooth running of the school.   |  | | --- | | 1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. 2. This job description is not necessarily a comprehensive definition of the post. It will be reviews as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post. 3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Criminal Records Bureau before the appointment can be confirmed. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures included details of cautions, reprimands or final warning as well as convictions, spent or unspent. 4. Every member of staff has a responsibility of safeguard and promote the welfare of children. 5. Annual Leave: as set out in the contract of employment. 6. Overtime: By arrangement and consent of the Headteacher. 7. The Special Support Assistant is required to respect the confidentiality of all matters relating to the school, students and staff. 8. The post is subject to the satisfactory completion of a 6 month probation period. | | | | | |

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| Qualifications and Experience | First Aid Qualifications and prepared to train for specific child needs.  Willingness to undertake any training deemed necessary.  Good standard of education – attainment of GCSE or equivalent to include English and Maths Grade C or above NVQ Level 3.  Good numerical skills.  Good literacy skills.  Must be able to work in a multi-agency environment liaising with teachers, nurses and other professionals.  Strong communication skills, both oral and written. | Experience of working with children in a school or nursery environment.  Previous experience of supporting an individual with medical needs. | Application Form/Interview  Interview Task  Certificate Check  References |
| Skills and Abilities | Able to work independently and on own initiative, with an ability to remain calm in a high pressurised environment.  To be able to accurately adhere to medical training and support all aspects of personal care.  Ability to communicate with a range of audiences, including staff, governors, outside agencies, students and parents.  Understanding or and experience of maintaining confidentiality. |  | Application form  Interview Task  References |
| Personal Qualities | Good people skills, demonstrating patience, tact and sensitivity.  Friendly, open and positive disposition.  Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge.  Willingness to learn and ask for advice.  Ability to work well in a team with a flexible and co-operative approach.  An enjoyment of working with young people.  Hard-working, conscientious and punctual. |  | Interview  References |
| Safeguarding | In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:   * Motivation to work with children and young people. * Ability to form and maintain appropriate relationships and personal boundaries with children and young people. |  | Interview  References |

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

The post is subject to DBS clearance in line with “Safeguarding Children & Safer Recruiting”

May 2022