


Job Description and Person Specification – SEND Support Assistant				
Author	Published	Version	Confidentiality	
Jo Stainsby	22/01/24	2	Management / Staff / Parents	

JOB DESCRIPTION – SEND Support Assistant

Purpose of Post

1. To implement the Early Years Foundation Stage (EYFS) and support the physical /general care of pupils, specifically those with SEND.
2. To provide support to senior staff in maintaining the safety and wellbeing of all children.
3. To support children with special educational needs and / or disabilities, including those with an Education Health Care Plan. This can involve being either a dedicated 1:1 support for a child with additional needs but can also include working within the team and other children in the group, to enable colleagues to work with children with specific SEND.
4. To help to identify the children who are at risk of developmental delay through observation and assessment.
5. To support the management of the learning environment both inside and outside.

Key Areas


1. To comply with all Red Wellies’ policies and procedures at all times.
2. To work with children and build excellent relationships with them.
3. To work as part of the staff team, showing a positive attitude.

Responsible to

Education Director / Manager / SENCO

Duties and Responsibilities

1. Implement a specific child’s “Support Plan” or “Education Health Care Plan”, including their social, health, physical, hygiene, first aid and welfare needs.
2. Attend to all children’s personal and safety needs.
3. Supervise and support children, ensuring their safety and access to learning.
4. Establish good relationships with children acting as a role model and being aware of and responding appropriately to individual needs.
5. Promote the inclusion and acceptance of all children.
6. Encourage children to interact with each other and engage in all activities.
7. Encourage children to develop their independence and autonomy.
8. Support children in understanding routines.
9. Supporting children in the learning environment.
10. Prepare and maintain equipment/resources as directed by senior staff and assist children in their use.


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Teamwork

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to the appropriate person.
2. Be aware of confidential issues linked to home/pupil/staff/nursery/work and to keep confidences as appropriate.
3. Be aware of and support diversity and ensure all children have equal access to opportunities to learn and develop.
4. Contribute to the overall ethos/work/aims of the nursery.
5. Appreciate and support the role of other professionals.
6. Participate in training and other learning activities and performance development as required.
7. Contribute towards a positive and supportive team environment.
8. Attend out-of-working hours activities, e.g. staff meetings, parents/carers evenings, Christmas parties.

General

11. Contribute to high standards of hygiene and cleanliness in the setting.
12. To undertake such other duties and responsibilities of an equivalent nature, as may be determined by senior staff, from time to time.
13. Being constantly aware of the needs of children by observing and asking questions.
14. To help to maintain a high-quality environment which meets the needs of individual children from differing cultures and religious backgrounds, and stages of development.
15. To be aware of the high profile of the setting and to uphold its standards at all times.
16. To be aware of all emergency and fire evacuation procedures.
17. To be aware of sections 7 & 8 of the Health and Safety at Work Act 1974.
18. To promote and support the setting's policies relating to safeguarding of children and young people within the workplace.

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Person Specification – Special Educational Needs and Disability Support Assistant:

Essential	Desirable
<p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none"> • Enthusiasm for working with young children • An interest in the care, learning and development of young children • A positive approach to learning and gaining new skills through teamwork and training opportunities 	<ul style="list-style-type: none"> • Previous experience of caring for or working with children with additional special educational needs.
<p>Personal qualities</p> <ul style="list-style-type: none"> • Good organisational and planning skills • Punctuality • Patience • Reliability • Trustworthiness • Able to work in small teams • A commitment to safeguarding children at all times 	<ul style="list-style-type: none"> • Flexibility – Working hours may be changed, e.g. if the setting hosts a Parent’s Evening
<p>Qualifications</p> <ul style="list-style-type: none"> • A positive approach to completing relevant short courses and qualifications • Understanding of the importance of Health & Safety / Food Hygiene / Fire safety / Safeguarding / Equality in the workplace 	<ul style="list-style-type: none"> • Health & Safety certificate • Paediatric First Aid certificate • Completion of other relevant courses

This post requires a satisfactory Enhanced DBS and references; there will not be periods of unsupervised access to children before these checks are completed. Any offer of employment will be conditional, subject to the outcome of these checks.