

Human Resource Quality Manual 1	Issue Date: 16-08-21
Doc Code CCG/HR/F02	Issue 3



JOB DESCRIPTION

Title of Post: Additional Special Educational Needs Assistant (21/41/PA/WEB)		Location: Camphill School, Glenraig
Accountable to: Teaching Staff		
Purpose of the Job: To be part of a team in providing the highest possible standard of educational support and care to children and young people with behaviour of concern who have been identified by the Educational Psychology Service as requiring additional specialist provision.		
Hourly Rate/Salary:		Hours of Work:
10	10.95	Monday – Friday 32 hours per week
11	11.17	
12	11.39	
13	11.62	
14	11.86	
15	12.09	
Annual Leave: 28 days plus 12 stat days		Length of Contract: Permanent

Key Duties & Responsibilities

Working with Pupils

1. To be prepared to work throughout the school, with any pupil, showing the ability to adapt to differing environments within the school and to the needs of different children.
2. An understanding of, and commitment to furthering the aims of the school.
3. To assist pupils, as directed by the teaching staff ensuring continuity of approach and educational support
4. To respond to the dynamic situations that may arise in the pupils' day to day school life and environment.
5. To promote and encourage inclusion of the pupil within the school setting, with their peers and within the community where appropriate
6. To supervise the pupils during the morning and lunchtime break, either in a group setting or in the pupil's classroom and to assist the pupil in his or her lunchtime leisure and play activities.
7. To promote and participate in maintaining a safe, aesthetic and comfortable environment for the pupil, in line with Camphill values and practices.
8. To maintain an awareness of how pupils learn and the various factors which affect their learning.
9. To assist the pupil with intimate care needs where required.
10. To have knowledge and understanding of pupils' medical needs and administer a range of prescribed/emergency medication where trained to do so.
11. To assist the pupils to learn and develop as effectively as possible by role modelling, using appropriate communication strategies, motivating and encouraging the pupils, meeting their needs and enhancing learning whilst encouraging independence
12. The ability to keep written records and support the development of pupils' skills with confidence.

Human Resource Quality Manual 1	Issue Date: 16-08-21
Doc Code CCG/HR/F02	Issue 3



13. To accompany pupils' and teachers on educational visits and trips during contracted hours.
14. To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the teacher/tutor.
15. To work with individual pupils and groups, under the direction of the class teacher, introducing tasks, monitoring pupils' work and using a range of strategies to support their learning.
16. To establish a supportive relationship with the pupils and maintain professional boundaries at all times
17. To respect the confidentiality of pupil information and respond sensitively to pupils' needs.
18. To accompany pupils' and teachers on educational visits and trips during contracted hours.

Assisting the Teaching Staff

1. To support the school's aims and ethos.
2. To supervise and take initiative in activities and set up various items of apparatus for the pupil if and when required.
3. To develop and understanding of the specific needs of the pupil, follow the pupil's Personal Learning Plan, Care Plan and behavior Support Plans and report any changes in, or concerns about the pupil's progress to the appropriate person.
4. To have knowledge of and implement the pupils' PBS plans
5. To deal with pupils with behaviour of concern using the appropriate PBS and MAPA strategies and techniques
6. To help prepare and maintain a purposeful, orderly and supportive environment for learning.
7. To ensure robust and detailed communication and regular feedback about the pupils to the Class Teacher to discuss pupils' progress and to plan and review support.
8. To ensure appropriate documentation is completed in a timely and professional manner i.e. daily logs, home to school transition book
9. To maintain confidentiality at all times and not gossip about pupils and/or colleagues
10. To support the organisation of the learning environment, including the production, maintenance and storage of resources.
11. To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post-holder.

Whole School Support and Quality Development

1. To be aware of and follow all statutory policies and procedures
2. To be aware of and act in accordance with Camphill Community Glencraig's Health and Safety Policy.
3. To maintain any professional registration required by Camphill Community, Glencraig and enact the basic minimum standard of competencies

Human Resource Quality Manual 1	Issue Date: 16-08-21
Doc Code CCG/HR/F02	Issue 3



4. To follow emergency protocols put into place to maintain pupils' safety and that of colleagues and other professionals.
5. To report and record all accidents and significant events
6. To ensure work is carried out in line with best practice
7. To have an awareness of all Camphill Community Glenraig's policies and procedures and work within these
8. The ability to work as part of a team.
9. The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff.
10. The ability to establish and maintain effective working relationships with teachers and other members of staff.
11. The ability to accept guidance and direction from teachers.
12. The ability to distinguish between the roles and responsibilities of the teaching assistant and the teacher.
13. An understanding of and commitment to inclusive education.

General

1. A willingness to undertake paid training in normal contractual hours to develop job-related skills as required.
2. To participate in regular team meetings and attend supervision and annual appraisal reviews with the Assistant Teacher
3. To undertake all mandatory and developmental training as identified by Class Teacher and that required of them to maintain minimum standards of practice
4. To actively reflect on practice and learn from it contributing to one's own personal developmental.
5. To maintain confidentiality at all times and not gossip about pupils and/or colleagues.
6. To deal with minor First Aid as required
7. To participate in various light cleaning duties as required to ensure agreed standards are maintained.
8. Actively participate in the school's Performance Development system (supervision and appraisal) as specified in the Supervision and Appraisal Policy, meeting regularly with your Line Manager to ensure that performance standards/targets are set and met within the agreed time scale.
9. To carry out any other reasonable duties as requested by their Class Teacher
10. Within your contracted hours, attend staff meetings, as required.
11. To ensure the organisation's resources are used in a cost-effective manner
12. To identify areas of cost saving within own remit of work where applicable



Person Specification

ESSENTIAL CRITERIA – all applicants **MUST** be able to demonstrate **either at short-listing or at interview all essential criteria listed below.**

Applicants should therefore make it clear on their application form how they meet these criteria. Failure to do so may result in you not being shortlisted.

Criteria	Essential	Desirable	Evidenced Through	
			Application Form	Interview
Education Training and Qualifications	QCF Level 3 or equivalent in Educational Support, Special Educational Needs and Disabilities (SEND), Early Years, Child Development, Social Sciences/Psychology, Forest School or equivalent in a suitable related discipline	GCSE English and Mathematics to Grade C or above or equivalent	✓	
	Good numeracy and literacy skills		✓	✓
Experience	At least six months' experience providing individualised support in an employed capacity working with children and young people up to the age of 19 with learning disabilities in a SEN school setting	Experience in a Camphill School or similar school setting	✓	✓
	Experience of dealing with behaviour of concern		✓	✓
	Good awareness and ability in a variety of areas of learning e.g. literacy, numeracy, science, arts and crafts		✓	✓
	Understanding of the basic principles of child development and learning processes and mainstream SEN practice.	Understanding of the basic principles of the Camphill view of child development and learning processes.	✓	✓
	Ability to carry effective interventions for pupils at risk of underachieving.		✓	✓
	A good understanding of the Q skills framework and to be able to contribute effectively to pupil participation.	Knowledge of principles of Steiner education and/or Social Pedagogy	✓	✓



Criteria	Essential	Desirable	Evidenced Through	
			Application Form	Interview
Specialist Knowledge & Skills				
		Understanding of the core principles of Positive Behaviour Support and how to use a PBS plan in a school setting	✓	✓
		Ability to use Makaton	✓	✓
		<ul style="list-style-type: none"> Specialised knowledge of or training in working with learning disabilities, associated SEWB issues and interventions such as PBS and MAPA Training and experience in the management and administration of medicines 	✓	✓
	Ability to carry out physically and emotionally demanding work			✓
	Effective verbal and written communication skills		✓	✓
	Ability to partake in both personal and skills development			✓
	Experience of multiagency or multi-disciplinary working			✓
Circumstances	Able to take annual leave during school closures only			✓
Other Requirements	Demonstrate the importance of respecting others and delivering excellent services			✓
	Ability to work as part of a team			✓
	Empathetic, caring & reliable			✓

Human Resource Quality Manual 1	Issue Date: 16-08-21
Doc Code CCG/HR/F02	Issue 3



Criteria	Essential	Desirable	Evidenced Through	
			Application Form	Interview
	Ability to promote and maintain confidentiality			✓
	Ability to work under pressure			✓
	Demonstrate a flexible approach to meeting the objectives of the job			✓
Successful candidates will evidence				
<ul style="list-style-type: none"> ✓ Enhanced Access NI check ✓ Work permit/ Certificate EU of Settlement Status ✓ Evidence of qualifications ✓ Occupational Health questionnaire ✓ Two satisfactory references 				
Agreement to new Terms and Conditions				
Employee Signature				
Date				