

POST:	Curriculum Support Worker - Special Educational Needs
RESPONSIBLE TO:	SENCO
GRADE/LEVEL:	Grade 2 + SEN allowance
CORE PURPOSE:	To support the education, personal and social development of students with Special Educational Needs. To supervise whole classes / groups during a short-term absence of teachers.
JOB DESCRIPTION:	The job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility.

Working within the Student Learning Directorate the post holder will:

- Support the implementation of the Academy's vision and values
- Ensure that the Academy policies are promoted and adhered to
- Contribute in the Academy to developing a learning culture with high expectations in a safe and secure learning environment
- Foster effective relationships with parents/carers and students in the Academy

SPECIFIC RESPONSIBILITIES

- To provide structured learning activities to support students with SEN both in and out of the classroom
- Produce differentiated Learning Resources for students with SEN
- Work with students, staff and parents / carers to ensure successful re-integration into lessons where appropriate
- Contribute to the writing and implementation of Support Plans
- Provide feedback to all stakeholders on student progress and development
- Assist in the production of display materials
- Assist in the supervision of students at lunch / break / after school
- Administer & assess tests and mark students work
- Invigilate examinations when directed
- Liaise with parents / carers / outside agencies where appropriate
- Assist with specific medical / care needs of students where appropriate
- To provide whole class / group supervision when teachers are absent (short term) ensuring students are on task and maintaining good order and delivering lesson content provided by teaching staff
- To undertake any professional duties delegated by the Principal

Developing Self and Working with Others

- Take part in an annual staff performance review with line manager
- To create and maintain good working relationships among all members of the Academy community

- To promote appropriate personal and professional development of all staff in the Directorate, providing an example through their own development and practice
- To work collaboratively with teaching staff to support students in their learning and the preparation of learning resources
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of Consett Academy, it must be accepted that as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

EQUALITY AND DIVERSITY

The Academy is committed to equality and diversity for all members of society. The Academy will take action to discharge this responsibility, but many of the actions will rely on individual staff members at Consett Academy embracing their responsibilities with commitment, and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the Academy's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College, with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

Person Specification

The successful candidate will be an experienced professional who is energetic, innovative and influential, reliable and committed; whose leadership style recognises the value of teamwork. More specifically candidates should be able to demonstrate the following minimum requirements:

*Please note that unless specified all criteria is essential to the role

Qualifications	<ul style="list-style-type: none">• Completion of DfE Teaching Assistant Induction Programme (desirable)• Willingness to participate in relevant training and development opportunities• NVQ Level 3 or equivalent qualification in relevant discipline OR appropriate experience as a Teaching Assistant• First Aid training or willingness to undertake appointed person certificate in First Aid (desirable)• Child Protection training (desirable)• Training in the literacy/numeracy strategy (desirable)• Training in Special Educational Needs strategies (desirable)
Experience	<ul style="list-style-type: none">• Recent and relevant experience of working with children within an education setting, within a specified age range/subject area• Experience of working in an Academy environment (desirable)
Skills and Knowledge	<ul style="list-style-type: none">• Ability to relate well to children and adults• Ability to work effectively within a team environment, understanding classroom roles and responsibilities• Ability to promote a positive ethos and role model positive attributes• Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate• Effective use of ICT to support learning• Experience of resources preparation to support learning programmes• Excellent communication skills• Excellent numeracy and literacy skills• Be able to maintain confidentiality

	<ul style="list-style-type: none"> • The ability to manage behaviour of children in a positive and supportive manner • Relevant knowledge of First Aid (desirable) • Knowledge of Child Protection (desirable) • Equal Opportunities and recognising the nature of the diverse Academy community (desirable) • Understanding of basic technology – computer, video, photocopier etc (desirable)
Attributes and Qualities	<ul style="list-style-type: none"> • Friendly, approachable and professional manner • Calm approach • A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy • High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements • Ability to build and maintain successful relationships with students; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners • Demonstrate and promote the positive value, attitudes and behaviour they expect from the students with whom they work • Ability to liaise sensitively and effectively with parent and carers, recognising their role in students learning • Able to improve their own practice through observations, evaluation and discussion with colleagues.

Name of Post Holder:	
Signature of Post Holder:	Date:
Signature of Line Manager:	Date