

JOB DESCRIPTION

Job Title	SEN Support Assistant
Salary Scale/Grade	Grade 4
Responsible to	Head of Learning Support
Date of Job Description	19/08/2022

Purpose

The SEN Support is responsible to the Head of Learning Support for providing high quality support to students with learning difficulties and disabilities within the Learning Support department in order to enable the College to meet the above broad objectives. Team working and communications within an overall approach that values people will be of key importance.

Main Duties and Responsibilities:

- SEN Support Assistant will be expected to use a diverse range of delivery methods including the use of the virtual learning environment to create high quality learning, inclusive and interactive learning
- To provide flexible assessment opportunities and closely plan, monitor, track and record student retention, achievement and success
- To work with personal tutors to translate identified individual literacy/ numeracy or specific learning difficulty needs into learning actions on the PLP.
- To deliver specialist speech and language support by either individual student support or small group teaching.
- To support the Head of Learning Support to ensure the effective and efficient implementation of SEN and Disability legislation.
- To work with relevant vocational tutors to embed speech and language strategies through schemes of work, lesson plans and development of differentiated resources.
- To provide learning support to help students develop language, numeracy, IT, organisational skills and confidence
- To keep written records as requested and required for audit purposes e.g. weekly lesson plan logs and Student Reviews/Profiles
- To train and direct others to ensure that Speech and language support is specific to student
- To ensure that all identified needs of students that they responsible for with an EHCP are met

Quality, Standards and Compliance:

Continuous Improvement.

- To work as part of the team to create an inspiring environment with an open communication culture
- Contribute to the Department's Self-Assessment Report
- Contribute to sharing good practice through peer and cross College activities
- To follow Learning Support procedures to ensure a high quality student experience

- To follow College Quality Systems in relation to this Business Support Group, including attendance at team meetings and input into relevant quality processes

Personal Development

- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- Work within the security guidelines and any relevant codes of practice and rules laid down by the College.
- Complies with the College's Code of Conduct for employees and any regulations which apply to the role/work area
- To keep up to date with national, regional and local trends, initiatives and priorities which affect students, programmes and the curriculum.
- To identify and communicate personal learning and development needs and to undertake learning and development activities in line with the aims and objectives of the College.
- To identify individual training needs and support staff learning and development activities
- To keep up to date with SEN code of practice

Diversity and Inclusion and College values

- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity, diversity and inclusion and College values

Safeguarding and PREVENT Responsibilities

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children

Data Protection and Confidentiality

- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality

Health & Safety

- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments
- Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare

Additional Duties

- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.

GENERAL:

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

PERSON SPECIFICATION

Job Title	SEN Support Assistant		
Department	Learning Support		
Salary Scale/Grade	Grade 4		
Criteria	Description	Essential Desirable (E/D)	Assessed By Application Interview Test
Education & Qualifications	A good standard of basic education (Maths and English GCSE pass or equivalent)	E	A/T
	2 to 3 A Level passes or equivalent in a relevant subject	E	A
	Speech and Language support qualification or willingness to undertake one	E	A/I
	Qualification CCET or willingness to work towards one	E	A/I
Experience	Previous experience of supporting/working with young people and/or adults with learning difficulties and/or disabilities	E	A/I
	Evidence of commitment to ongoing professional updating and development (30hr per annum min)	E	A/I
Skills, knowledge, and competencies	The ability to follow and input into the review of processes	E	A/I/T
	Ability to remain calm and manage unexpected situations	E	I
	Good administration and organisational skills	E	A/I/T
	Computer literate	E	A/I/T
	Ability to work on own initiative	E	A/I/T
	Self-motivated and flexible	E	A/I
	Excellent written and verbal communication skills	E	A/I/T
Committed to achieving College objectives	E	A/I	
Personal characteristics	Enthusiastic and optimistic	E	I
	Commitment to continuous personal development	E	A/I
	Patient and tolerant	E	A/I
	Professional approach to work and appearance	E	A/I
	Commitment to excellence and quality	E	A/I

Other	A commitment to safeguarding and the wellbeing of learners	E	A/I
	This post is subject to an enhanced Disclosure and Barring Service check.	E	A/I
	An understanding of equal opportunities issues and a commitment to working within and promoting the College's Equal Opportunities policy	E	A/I
	Committed to working in a healthy and safe environment	E	A/I

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.