



JOB DESCRIPTION

SEND Support Assistant

POST ACCOUNTABLE TO: SENDCO / Inclusion Lead

ROLE: To work with children with a range of additional needs. To be part of the school inclusion team, both in and out of the classroom and work with small groups and 1:1 with children.

GRADE: West Sussex Grade 3

HOURS: 28.75 hours per week, term time only (8.30am – 3.00pm Monday to Friday) including 45 minutes unpaid breaks

GRIEVANCE OFFICER: Headteacher

Key Tasks and Responsibilities:

To assist in the learning environment by working with either individual or small groups of children who require support to overcome barriers to learning under the guidance of Teachers and / or SENDCo Inclusion Lead.

To undertake practical support for pupils with a range of needs including speech and language, ASC and challenging behaviour. The role will be a flexible one with a variety of tasks throughout the day. It will involve working closely with the SENDCo to identify, and support children with additional needs using the graduated response (assess, plan, do review). It will include setting up and running activities for children, small groups, such as lunch club, and observing, monitoring, assessing, recording and reporting on children's achievements, progress and personal and social development.

Responsibilities:

SEND Support

To work directly with a range of pupils with additional needs, in partnership with class teachers, teaching assistants, nurture staff and other professionals.

Contribute to meetings about individual children such as ARs, TAFs, planning meetings, behaviour plans.

To liaise with, and communicate relevant information with parents, under the direction of the teacher and / or SENDCo.

To support children with challenging behaviour, to support them using de-escalation strategies.



To support children, in additional locations around school, at playtimes, in the dining area, and at Forest School as well as in the classroom.

To escort and supervise children on educational and out of school activities.

To work as part of a multi-disciplinary team building positive relationships with professionals e.g. LBAT, Soc Comm, CDC, APC, Early Help.

To contribute to behaviour plans, health care plans, hygiene plans as necessary.

To record safeguarding and behaviour incidents according to the school policy.

Teaching and Learning

To work with individual child and small groups under the direction of the SENDCo.

To prepare, deliver and assess adapted curriculum activities for pupils under the direction of teachers and SENDCo.

To prepare visuals, now/next boards, and work stations for individual children and small groups.

Use IT effectively to support learning and develop pupils' competence and independence in its use.

Select and prepare resources for learning activities taking into account the individual needs, interests, language and cultural background.

To follow the schools agreed policies including:

- Teaching & 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 attend and participate in regular meetings.

To contribute to the overall ethos/work/aims of the school.

To take part in the training of staff in activities for your own professional development, including Team Teach, as required.

To comply with policies and procedures relating to child protection, health, safety and security, confidentiality, behaviour 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.



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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 reviewed 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 include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
4. You will also need to hold or commit to attain a current First Aid qualification (Paediatric First Aid course or equivalent), before the appointment can be confirmed. If this is not already held, training will be made available ahead of the start date, however the date and venue may be pre-determined by availability rather than personal choice.
5. Every member of staff has a responsibility to safeguard and promote the welfare of children.



PERSON SPECIFICATION – SEND SUPPORT ASSISTANT

	Attributes	Essential	Desirable	How identified
Qualifications and Experience	<p>Good standard of education – attainment of GCSE or equivalent to include English and Maths Grade C or above</p> <p>NVQ 2 or 3 Supporting Teaching & Learning in Schools or equivalent, and / or at least two years' experience of working in a school setting with children aged 4-7)</p> <p>Experience of dealing with children who have additional needs and/or challenging behaviour</p> <p>Experience of working with children with Downs Syndrome</p> <p>First Aid at Work qualification (Paediatric First Aid or equivalent - required - training will be provided if necessary).</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>Application form / interview</p> <p>Certificate check</p> <p>References</p>
Knowledge	<p>Knowledge of the development of children aged 4-7</p> <p>Detailed knowledge of the needs of children with additional needs, particularly SEMH, attachment, emotional needs.</p>		<p>✓</p> <p>✓</p>	<p>Application form / interview</p>
Skills and Abilities	<p>Excellent interpersonal and communication skills to develop effective relationships with children, colleagues and parents / carers from a wide range of social, cultural and ethnic backgrounds, and to value parental involvement.</p> <p>To follow instructions from SENDCo and teachers to provide care and support to children</p> <p>To manage children's behaviour, using de-escalation and calming strategies.</p> <p>To work as part of a team to ensure children are safe at all times.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Application form / Interview</p> <p>References</p>



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	Understanding of and experience of maintaining confidentiality.	✓		
	Able to work independently and on own initiative, with an ability to remain calm under pressure.	✓		
Personal Qualities	<p>Committed to working to a high standard at all times.</p> <p>Reliable, conscientious and punctual.</p> <p>Excellent people skills, demonstrating patience, tact and sensitivity</p> <p>Friendly, open and positive disposition</p> <p>Able to demonstrate a commitment to equal opportunities to all adults and children</p> <p>Flexible and co-operative approach to work</p> <p>An enjoyment of working with children with additional needs</p> <p>Willingness to participate in further training offered by the school and a commitment to personal and professional development.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		Interview References
Safeguarding	<p>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: -</p> <ul style="list-style-type: none"> • Motivation to work with children • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	✓		Interview References



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ADDITIONAL INFORMATION

- Hours of Duty:** The post holder will be required to work term time only on a fixed term contract until 21st July 2026, 28.75 hours per week (8:30 am – 3:00 pm Monday to Friday including 45 minutes unpaid breaks). Timetable to be determined by SENDCo / Inclusion Lead
- Annual Leave:** Term time only staff are expected to take their annual leave during school holidays. No holidays will be granted during term time.
- Confidentiality:** The post holder is required to respect the confidentiality of all matters relating to the school, pupils and staff
- Probationary Period:** Subject to satisfactory completion of a 6 month probationary period

I confirm I have read the above job description and understand the expectations for the role

Name

Date