ELTHORNE PARK HIGH SCHOOL

SEMHS Practitioner

JOB DESCRIPTION

Grade: Scale 6
Hours: 32.5 hrs per week, term-time only

MAIN PURPOSE OF JOB:
To support students’ learning, social, emotional and physical development towards independence within the school, in the context of the school community, class and alternative resource. Specifically:

- To work under the supervision and guidance of the SENCO, class teacher and other professionals in the management and assessment of students with additional needs and those who are disadvantaged
- To provide general support to subject teachers in the organisation, supervision and instruction of students with additional needs
- To provide support for individual students with their emotional and physical health within a school setting

Main responsibilities and tasks

Support for pupils

- To facilitate and contribute to students’ learning and help students access the curriculum
  - Clarify and explain classroom instructions and lesson content
  - Assist in areas such as language, reading, spelling, handwriting, presentation, numeracy and behaviour
  - Help students concentrate and finish work set
  - Aim to meet physical and sensory needs as necessary
  - Ensure students are able to use equipment and materials provided, and differentiate/adapt as necessary
  - Aim to foster independence and provide challenge to students
  - To help students make progress in line with their academic ability, specifically in core subjects

- To support students through a range of individualised programmes under the guidance of professional staff, and to ensure that any necessary specialist equipment is utilised to enhance learning.
- To facilitate students’ access to specialist provision as outlined in a Statement/Education Health Care Plan or professionals’ reports.
- To be aware of students’ individual needs, targets and strategies as outlined in their files and student profile. To keep written records of their day-to-day progress as directed.
• To liaise with parents/carers, and other agencies involved in supporting students eg educational psychologist, speech and language therapist, occupational therapist, under the direction of the SENCO.

• To exchange and review information, both formally and informally, on the day-to-day management of students, with the SENCO and colleagues, and to attend meetings concerning individual students.

• To prepare for, attend and contribute to review meetings for students with additional needs

• To continue to support the child with external visits and potentially working off-site with an appropriate risk assessment.

• To record and monitor student progress

• To assist with the general pastoral care of students, including helping students who are unwell, distressed or unsettled

• To undertake the role of keyworker for students with additional needs, liaising with teachers, parents and other agencies.

• To promote optimal emotional and physical well-being so raise positive self-esteem.

**Support for the teacher**

• To work in collaboration with subject teachers to support students in the classroom and to adapt teaching materials as necessary.

• To work on differentiated activities with identified groups

• To supervise practical tasks being carried out by individuals and groups

**Support for the school**

• Delivery of an intervention working with specific students (social, emotional and mental health focus)

• To attend relevant meetings for the purpose of reporting on and receiving information about students with additional needs, and to disseminate information to key stakeholders

• To ensure the smooth running of the school day by providing cover for absent TA colleagues when required

• To participate in training opportunities and professional development as required

• To assist in work familiarisation and induction of new members of staff

• To have awareness of policies and procedures related to child protection, health and safety, additional needs, and data protection reporting all concerns to the named person

• To work flexibly and cover lunchtimes to ensure safeguarding of individual students.

• To assist with the supervision of students out of lesson time but during the school day, as necessary for their safety, well-being or to advance their learning or social interaction.

• To accompany teaching staff and students on visits and out of school activities within contracted hours as required

• To administer and mark routine tests under the guidance of the SENCO

• To support students during exams and assessments as directed by the SENCO

• Other responsibilities of a similar nature and a similar responsibility level to those described may be allocated from time to time.