



The Park College

Job Description – SEN Support Assistant

Purpose of Job

Responsible, under the direction or instruction of the college tutors and Principal, to work as part of a team to support students who have autism and moderate and/or learning difficulties with their work skills, training, communication and independence. To support access to learning for students and provide general support to the tutors in all aspects of the college training programmes.

Main Responsibilities

To work under the guidance of tutors and the Principal to perform all general duties associated with supporting students within the college setting. This will include supporting learning in all aspects of the college training programme, maintaining the learning environment and practical room / setting organisation. Work may be carried out in the college or in the community.

Vision, Values and Contributions to the College

- Contribute to the overall vision and values of the College;
- To work cooperatively as a part of a team for the benefit of all the students;
- Participate in the College's induction programme, training programme and performance management;
- Appreciate and support the role of other professionals.

Welfare and Safeguarding

- To be fully aware and understand the duties and responsibilities outlined in Keeping Children Safe in Education in relation to child protection and safeguarding children and young people;
- To be fully aware of the principles of safeguarding;
- Supervise and support students ensuring their safety;
- Be aware of, and comply with, policies and procedures relating to safeguarding, health, safety and security of students, confidentiality and data protection.
- Reporting all concerns to an appropriate person.

Health and Safety

- Prepare any of the college environment e.g. tutor rooms, conference centre, kitchen, Coffee Shop, for all sessions and clear afterwards, ensuring materials and equipment are clean, in working order and safely stored.
- Comply with all policies that promote health and safety
- To implement any individual risk assessments and to follow risk assessments when off site

Behaviour Support

- To provide support for students' emotional and social development by encouraging and modelling positive behaviour;
- To promote the acceptance and inclusion of students, encouraging students to interact with each other in an appropriate and acceptable manner;
- Follow behaviour plans and Education and Health Care plan targets;
- Support the tutors in positive behaviour management.

Independence and Self-Care

- Encourage students to act independently where appropriate;
- Support any students' personal care needs in line with their personal care plan;
- Support and interact with students at break and lunch times.
- Support students offsite in all community based sessions, including swimming, as appropriate.

Communication Support

- To provide communication support matched to the needs of the students;

Curriculum, Teaching, Learning and Assessment

- Prepare equipment and resources as directed by tutors and support students in their use;
- Supporting the students in undertaking a range of training activities as directed by tutors and the principal;
- Be aware of student progress and achievement and report to tutors;
- Contribute to student record keeping on Earwig;
- Support the students in all practical subjects by modelling and taking part;
- Support and supervise students during community learning activities.

ICT and Administration

Supporting students in using ICT and technology, as directed.

Personal Specification – SEN Teaching Assistant

Essential	Desirable
Qualifications	
Basic Numeracy Skills	GCSE grade 4 or above in Maths and English (or equivalent)
Basic Literacy Skills	Appropriate NVQ
	First Aid Certificate
	Childcare Qualification
Experience	
Working with people	Working within a College or special School
Willingness to undertake various training to effectively support students with SEN	Experience of developing and delivering individual education programmes for children with specific needs

Personal and Professional	
Must be well organised	Ability to organise and prioritise and work on own initiative
Effective communication skills	Training in personal care
Ability to maintain a positive and professional attitude	
Ability to work as part of a team	
Flexible and willing to contribute to the success of the team	
Ability to develop good relations with staff and students and the wider College community	
Willingness to carry out personal care routines	
With training, be prepared to implement behavioural strategies	
Awareness of principles of safeguarding and willingness to undertake further training.	