



**Stanley Grove Primary Academy**  
**Job Description**

**SEN Keyworker – Level 3**  
**Grade 4**

The post holder will report to the Teacher / SENCO. Apart from other colleagues in the school, the main contacts of the job are; Head of School, Vice Principal, Assistant Head, Teaching staff, other support staff and pupils.

**Main Purpose of the Job:**

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Under the guidance of a teacher and SENCo, manage specialist support in a specific area of the curriculum and take a lead role in addressing the needs of pupils with Special Educational Needs (SEN) who require help to overcome barriers to learning

Deliver learning programmes and support individual pupils, small groups (and whole classes during the short term absence of teachers)

***Main Duties***

**Support for pupils**

To work with groups of children under the supervision of the teacher including the implementation the delivery of programmes of works and interventions.

Use specialist (curricular learning) skills/training/experience to support pupils

Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs

Promote the inclusion and acceptance of all pupils

Encourage pupils to interact and work co-operatively with others and engage all pupils in activities



Promote independence and employ strategies to recognise and reward achievement of self-reliance

Give regular feedback on children's progress to the class teacher and file records

Provide feedback to pupils in relation to progress and achievement

Attend to children's personal needs, including minor first aid and provide advice on pastoral, social health, physical hygiene and welfare matters.

### **Support for Teachers**

Under the direction of the teacher prepare the classroom for lessons, including display work and clear afterwards as appropriate.

Give regular feedback on children's progress to the class teacher and file records

Contribute to the planning cycle, managing and preparing resources, evaluating and adjusting lessons/work plans as directed by the teacher

Be responsible for keeping and updating records, information and data, producing analysis and reports as required

Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence

Undertaking marking of pupils' work and accurately record achievement/progress

Administer and assess routine tests and invigilate exams



Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required

Provide specialist advice and guidance (e.g. Art/Music) as required

Liaise with parents/carers, schools and establish constructive relationships and communicate with other relevant bodies to support achievement and progress of pupils (this includes attendance at parents meetings)

Contribute to the development and implementation of appropriate behaviour management strategies

Monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against predetermined learning objectives

### **Support for the Curriculum**

Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs, including assessment

Contribute to the development of lesson/work plans

Provide Curriculum / resource support and undertake programmes including those linked to local and national learning strategies

Support the use of ICT in learning activities and develop pupils' competence and independence in its use

Assist pupils to access learning activities through specialist support

Determine the need for, prepare and maintain general and specialist equipment and resources

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## **Support for the School**

Ensure strategic processes are complied with in order to overcome barriers to learning, including e.g. behaviour management strategies

Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff

Accompany teachers and pupils on educational visits

Assist in maintaining high standards of health and safety at all times.

Maintain good relationships with colleagues and work together as a team.

Assist in the supervision of classroom and outdoor activities.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Contribute to the overall ethos/work/aims of the school.

Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate

The SEN Keyworker must carry out his or her duties with full regard and commitment to the Governing Body and Trust Principles.

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