



**Marton Primary
Academy and Nursery**
BRIGHT FUTURES EDUCATIONAL TRUST



SUPPORT ASSISTANT - SEND REPORTS TO THE INCLUSION LEADER

About BFET

Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. Our aim is to provide a quality education that opens real choices for every one of our pupils, raising aspirations and helping every child to achieve their ambitions, no matter their background. The Trust currently has nine partner schools.

Our family of schools places young people, families and communities at the heart of everything we do. We are a true community with shared responsibility and common core values which create a culture of collaboration, opportunity, respect and innovation. We inspire excellence and believe in nurturing the abilities of all within our schools and communities. We empower our young people to build purposeful lives and have the courage and confidence to make a positive contribution to society. Through excellence in education all of our young people will have a bright future.

About Marton Primary Academy and Nursery

Marton Primary Academy and Nursery is a fully inclusive school in the South Shore area of Blackpool.

At Marton, we work together to create a warm, caring environment that places children and their achievements at the heart of all decisions made. We strive to ensure that each child works to the best of their ability and offer extensive opportunities both within and beyond the school day to give every child a chance to shine.

We welcome all children and are proud of the provision we offer children with additional needs. Our SEND team ensure that children make good progress and achieve high standards for their abilities. This is recognised as key strength in moving learning forward.

We are proud of our children and want our children to feel proud of themselves.

About the Role: Support Assistant - SEND

NJC Scale Grade C

25 hours per week Term Time Only

Core Purpose of the Post

Under the direction of the Inclusion Leader and the Lead SSA's clear direction to support the educational, emotional, behavioural and social development of children with special needs and to establish positive relationships with all pupils.

This post requires manual handling training / lifting.



Key Responsibilities

Support for Pupils:

- Under the guidance of the Inclusion Leader / class teacher to implement structured learning activities throughout the curriculum and to assist individuals or groups of children to complete tasks.
- To assist in devising pupils' individual targets and in their monitoring and review.
- To support pupils as part of a planned inclusion programme.
- To assist in the specific medical / care needs of pupils, including toileting and feeding.
- To support physiotherapy session as required.
- To liaise with other agencies, occupational therapists, physiotherapists, speech and language, support teachers etc when required.

Support for the Teacher / Inclusion Leader:

- To undertake activities to assist in the assessment of groups of children or individuals as directed, including academic, personal, social and emotional needs and to feed back to staff.
- To assist in the production of resources and teaching aids as required.
- To undertake routine administrative tasks as required.
- To assist in pupil supervision and management of general classroom behaviour.
- To provide information to the Inclusion leader / class teacher to assist in the planning of programmes of work.

Support for the Academy:

- To assist with the care and supervision of children at playtimes.
- To assist on visits where appropriate.
- To develop positive relationships with all children in the academy to assist their progress and attainment.
- To attend relevant training and staff meetings as directed.
- To positively promote the academy within the immediate and wider communities at all times.
- To comply with other reasonable requests from the Executive Principal or Head of School.

Additional Specific Duties / Responsibilities:

- To support the full inclusion of named pupils within the school learning environment.



About the Person – Support Assistant - SEND

	Essential
Qualifications, Educational, Training	Maths and English grade C GCSE level or equivalent Minimum of NVQ level 2 or equivalent relevant to the post First aid qualification or a willingness to undertake it. Safeguarding qualification or a willingness to undertake it.
Relevant Experience	Experience of working with children with SEND.
Knowledge Skills and Abilities	Awareness of the SEN Code of Practice and relevant legislation. Excellent interpersonal and communication skills both written and oral. Excellent organisation skills and time management. Ability to work effectively with a range of professionals. Ability to work independently, without supervision. Ability to work effectively as part of the team. Understanding of relevant policies/codes of practice and awareness of relevant legislation including health, hygiene and safety in the workplace.
Dispositions and Attitudes	Demonstrate a positive attitude and enthusiasm for the job. Demonstrate an outgoing, caring and warm personality. Demonstrate integrity, trust and honesty. Demonstrate the ability to be flexible and adaptable. Demonstrate emotional resilience and the ability to work calmly under pressure. Demonstrate a commitment to the aims and ethos of the Academy and the Trust

This job description reflects the current position and may be reviewed in consultation with the role holder.