

# Redbridge Primary School

## Job Description – SEN Specialist



**Job Title:** SEN specialist  
**Responsible to:** Assistant Head/SENCo and Headteacher  
**Hours:** 8.45-3.45pm

To work under the instruction/guidance of teaching/SENCO/Senior staff to develop inclusive practice and undertake support programmes to enable assigned pupils to have access to the curriculum. Work may be carried out in the classroom or outside the main teaching area.

### SUPPORT FOR PUPILS

- Supervise and provide support for assigned pupils ensuring their safety and access to learning activities
- Assist with the planning and delivery of individual and group support
- Establish good relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils to raise motivation

### SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment
- Use strategies, in liaison with the teacher and SENCO, to support pupils to achieve learning goals
- Assist with the planning of learning activities where needed
- Monitor pupils' responses to learning activities and feedback to pupils about their progress
- Provide detailed and regular feedback to teachers and SENCO on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school's policy and encourage pupils to take responsibility for their own behaviour
- Establish good relationships with parents/carers
- Undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying

### SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities adjusting activities according to pupil responses and need
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

### SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection (safeguarding), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- 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
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including playtime and lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

## **Essential (E) or Desirable (D) below:**

### **Experience:**

- Previous experience of working with children with SEN **(E)**
- Previous experience of working in an educational environment **(D)**
- Previous experience of Special Needs-related work **(D)**
- Can demonstrate how they have used SEN strategies to support children with SEN **(E)**
- Be willing to work alongside professionals to support individual needs **(E)**

### **Skill, Knowledge and Abilities:**

- Able to carry out set duties **(E)**
- Able to work using own initiative **(E)**
- Possess an attention to detail **(E)**
- Be receptive to new ideas and change **(E)**

### **Education and Qualifications:**

- Good standard of general education **(E)**
- Good numeracy and literacy skills **(E)**
- Sound ICT skills **(E)**
- First aid qualification (training will be provided) **(D)**
- Willingness to complete an 'in house' induction programme **(E)**
- Willingness to participate in development and training opportunities **(E)**

### **Personal Attributes:**

- Willingness to integrate into a team **(E)**
  - Able to relate well to children and adults **(E)**
  - Able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions **(E)**
  - Have a friendly, co-operative approach to parents, pupils and staff **(E)**
  - Have a high level of personal drive and energy **(E)**
  - Willingness to work flexibly in terms of job roles and responsibilities **(E)**
  - Willing to promote a positive image of the school **(E)**
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# Job Advertisement

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**Job Title:** SEN Specialist  
**Location:** Redbridge Primary School  
**Job Type:** 1 Year Fixed – Permanent  
**Job Hours:** Term-time only 30 hours per week  
**Salary:** LBR 3 Scale Point 14  
**Closing Date:** 24<sup>th</sup> June 2021  
**Interview Date:** 1<sup>st</sup> July 2021

## **Description:**

We currently have 2 SEN Specialist vacancies at Redbridge Primary School, College Gardens, Essex IG4 5HW.

### **A school where all pupils thrive - Ofsted**

We are seeking to appoint a dedicated, talented, enthusiastic and caring LSA to join our happy and successful school. The successful applicants will be excellent classroom practitioners, passionate about teaching and learning.

We are an outstanding school (Ofsted, 2018). We are able to offer an excellent range of professional development opportunities through the Redbridge Education Partnership and our local networks and alliances. This is an exciting time for our school as we continue to expand to four forms of entry.

### **We can offer:**

- A happy and settled school where children enjoy learning and achieve well
- Motivated and enthusiastic staff
- An opportunity to help shape the ethos of an expanding school
- Programme to develop your teaching and leadership skills
- Application Process

Please write a supporting statement of no more than a single side of A4 paper, expressing interest in the role and include particulars of your experience, skills and further information in support of your application. Completed applications can be either emailed to Rabina Khanam at [Admin.redbridgeprimary@redbridge.gov.uk](mailto:Admin.redbridgeprimary@redbridge.gov.uk) or a paper copy handed to the office.

*Please note we are unable to accept applications by CV.*

**Visits to our friendly school are welcomed and encouraged.**

*Redbridge Primary School is committed to safeguarding and promoting the welfare of Children and Young People and all staff working with these groups are expected to share a commitment to this. Adults employed by the school, contractors or volunteers within the school will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If any conduct in relation to the safeguarding of Children or Young People gives cause for concern, the School's agreed Child Protection procedures will be followed, alongside implementation of the school's Disciplinary Procedure.*

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