



KING EDWARD VI CAMP HILL SCHOOL FOR GIRLS

Educational excellence for our City

Job Description: Pupil Enabler

Department:	SEND Team
Responsible to:	SENDCO
Working Hours:	Monday – Friday 08:30-15:45 (33.75hrs per week, 30 mins lunch) Term time only
Salary:	SCP 3, £22,737 pro-rata, <u>actual salary £18,466.46</u>
Starting:	September 2024

Job Purpose:

Led by the SENDCO, to work directly with students both in and outside of the classroom. To successfully include all students on the SEND and Inclusion register into every aspect of school life. In addition to this, you may work with a range of students with individual needs, as directed by the SENDCO.

The post includes classroom support, pastoral care and assisting with the physical care of our students, as and when required. You should have excellent communication and written skills with high expectations of learning and behaviour.

The job description lists the major duties and requirements of the job, but is not an exhaustive list. The post holder may be expected to perform other duties under the direction of the Headteacher than those contained in this document and may be required to have specific job-related knowledge and skills.

Major duties and requirement specific to the post:

1. Supporting Students

2.

- a. To work effectively with the SENDCO, parents and external agencies to provide support for the education process at school
- b. To establish and maintain relationships with individual students and groups
- c. To act as a key person to named students with special educational needs or disabilities ensuring that their needs are effectively communicated and met, liaising with the SENDCO
- d. To work effectively with an individual student or a group of students inside, or outside, of the classroom. Under the direction of the classroom teacher, supporting students as appropriate to their needs
- e. To produce modified teaching materials, under the direction of the classroom teacher (such as an A3 enlargement on a specified coloured paper)
- f. To review, and contribute to the individual education plans (Pupil Passports) as appropriate, in liaison with the SENDCO
- g. To provide physical help with tasks when required, whilst encouraging independence
- h. To assist with movement around school and provide support at lunchtime and break if required
- i. To assist with meeting and greeting students with SEN or disabilities as required

- j. To support making resources, such as time-out cards, toilet passes, name cards etc.
- k. Contribute to the health and wellbeing of students

3. Supporting Teachers

- a. Under the direction of the classroom teacher, to assist them with a group/individual who might need assistance, this may include:
 - i. Motivating and encouraging students as required
 - ii. Helping students concentrate and finish work
 - iii. Supporting students with physical activities (such as use of equipment)
- b. In practical subjects, assisting with the preparation and use of equipment
- c. To assist with the preparation and display of materials, where appropriate
- d. To assist with the administration and running of vaccination days
- e. To help with the organisation and running of SEND coffee events for parents and carers, as well as external agencies

4. Supporting the school

- a. To take part in training days and staff INSET whenever they fall
- b. To be available to attend field trips, residential and weekend school trips to support students with SEND, as required
- c. To be aware of confidential issues linked to home/students/teacher/school work and to keep confidence as appropriate
- d. To support with any other administrative roles at the SENDCos discretion to support the students on the SEND and/or Inclusion lists
- e. To perform other subject duties as the Headteacher may from time to time determine

5. Supporting with Access Arrangements

- a. To support the collection of evidence, administration and organisation of the Access Arrangements folders (support for students in exams). This follows the Joint Council for Qualifications guidance, and supports the Exams Officer for internal and external exam support. Access Arrangements are led and supported by the SENDCo

NB: This allocation of duties is provisional and is subject to regular review

General

- a) Promote and safeguard the welfare of students you come into contact with
- b) Be aware of and comply with the policies and procedures relations to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- c) Be aware of, support and ensure equal opportunities for all
- d) Contribute to the overall ethos, work and aims of the school
- e) Attend and participate in all relevant meetings as required
- f) Appreciate and support the role of other professionals
- g) Participate in training and learning activities and performance development as required