Job Description

Post Title: Rehabilitation / Support Assistant

Full Time/ Term time only

Responsible to: EMG Solicitors/case manager and parents, under the direction of the Headteacher

Employer: The employment will be via the child’s parents and financial deputy at EMG Solicitors.

Job Purpose: To assist in the education of a child within the school and support the implementation of therapy programmes

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Main Duties

Actively participate in the planning and implementation of all aspects of the child’s curriculum, including group work, structured/unstructured play and regular outings with the aim of maximize learning opportunities and social skills wherever possible.

Maintain the safety of the child, including taking preventative measures to ensure that the environment and resources in use are safe and appropriately organized to meet the needs of the child.

Establish and maintain good relationships with the child and his parents.

Become familiar with all aspects of the schools’ routines, methods, equipment and polices to ensure a safe and stable routine for the child. Attend regular staff meetings and contribute to school reports when necessary.

Working with the child directly on curriculum related tasks under the direction of the teacher.

Giving relevant feedback to the teacher regarding the social, emotional, and physical needs of the child thus offering the teacher support in their assessment.

Assist in areas outside of the classroom such as mealtime and breaktime.

Assist in areas of personal hygiene appropriately.

Behave professionally and always adhere to the rules of confidentiality.

Receive guidance from the therapists including speech and language therapist, physiotherapist, occupational therapist, and psychologist to support the delivery of therapy programmes.

This will include working with the child to practice and reinforce new learning or skills.

Complete daily records for the case manager and therapy team. Attend regular therapy meetings and provide feedback.

Carry out any other duties reasonably requested by the head teacher and / or case manager.

Professional duties

Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive:

* Participate in arrangements for the performance development review process
* Participate in arrangements for further training and professional development
* Keep up to date with changes or developments within your professional area
* Fully participate in the induction and training programme

Discipline, Health and Safety

* Adhere to and promote the Health, Safety and Welfare policy at all times
* Report all incidents and accidents to Health and Safety Officer
* Maintain a high standard of record keeping in line with policies and procedures.

Equality and Diversity

* Promote equality of access to education, training, and employment opportunities for all
* Employ support strategies that will empower disabled people
* Show awareness of knowledge and display non-discriminatory behaviours in relation to culture, race, ethnicity, disability, gender, sexuality, and age
* Recognise the importance of inclusion by using appropriate means of communication
* Be flexible, trying to meet the changing needs of both pupils and the environment.

Safeguarding

* Sacred Heart Primary School have adopted recruitment and selection procedures that help deter, reject or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
* The Trustees / Governing Committee is committed to promoting the welfare of children and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

Confidentiality

* Respect confidentiality. All personal information about people should be treated as confidential. Information about the people’s needs, progress and assessment should only be shared with the team to aid support
* Remain objective and do not favour any gender, language, or culture.