



JOB DESCRIPTION

INTERNATIONAL SEND SUPPORT ASSISTANT

Effective From: 28 May 2024

Review Date: 1 August 2026

Introduction

This document is to be read in conjunction with the Employment Agreement. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation between the post-holder and The Principal. The school's Mission and Values statements underpin all aspects of this job description.

Salary

The post-holder will be appointed on the appropriate point of the Kajonkiet International School Scale.

Terms, Conditions and Benefits

As stipulated in the Employment Agreement.

Purpose

This is a whole school position which supports the school's Special Educational Needs & Disability (SEND) policy and provision, including where identified a focus on speech and language therapy.

Responsibility

The SEND Support Assistant will:

1. Be responsible to the Principal and will work closely with the Vice-Principals on all matters relating to SEND Policy, inclusion and intervention;
2. Work under the line management of the SEND Teacher;
3. Will work closely with Phase Leaders, Heads of Departments, subject teachers, class teachers and the Student Support & Wellbeing Officer;
4. Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEND.
5. Maintain confidential storage and upkeep of all records and administration relating to SEND under guidance and direction of the SEND teacher;
6. Liaise with and advise colleagues on matters relating to SEND/speech and language;
7. Liaise with parents and carers of children with identified additional educational need as directed by the SEND Teacher;
8. Support in the coordination of provision for students with SEND;
9. Contribute to the maintenance and development of excellent links with outside agencies.

Tasks

The SEND Support Assistant will:

1. Contribute to the maintenance and update of the SEND register and other relevant records;
2. Support the provision in place to ensure that progress of pupils with SEND improves relative to those without SEND.
3. Author Individual Educational Plans (IEPs) for students on the SEND register and review, develop and implement means of supporting all students with SEND under guidance and direction of the SEND Teacher,
4. Assist in monitoring and evaluating learning programmes and progress towards targets for students with SEND to ensure their effectiveness;
5. Contribute to the implementation of systems for identifying, assessing and reviewing SEND provision;
6. Create and implement transition plans for new and existing students under the direction of the SEND teacher;
7. Inform parents and carers of the action points in IEPs and involve them fully in the implementation of such;
8. Assist the SEND Teacher in supporting all staff in understanding the needs of SEND pupils.
9. Support departmental developments of SEND provision.
10. Analyse and interpret relevant school, and other contextual data.
11. Deliver training to teachers, learning support assistants and Thai teaching assistants in speech therapy when need is identified;

12. Invite parents and carers to IEP reviews in accordance with the school's SEND policy;
13. Pass on SEND updates to colleagues as appropriate;
14. Be aware of and help define risk assessment relating to students with SEND;
15. Support the inclusion of new and existing students within the KIS community, alongside the Student Support and Wellbeing Officer;
16. Liaise with staff, parents, external agencies and other schools in co-ordinating and ensuring maximum support and continuity of provision.
17. Work with staff to develop effective ways of bridging barriers to learning;

Professional Expectations

The SEND Support Assistant will:

1. Be familiar with and commit fully to the School's Mission Statement and Values;
2. Commit to the School's Development Plans, school-wide goals and Action Planning processes and outcomes;
3. Demonstrate complete familiarity with the school's SEND and Admissions policies;
4. Strive to help all students with SEND realise their full potential;
5. Ensure excellent and empathetic communication with parents of students on the SEND register, striving to ensure that they are fully and accurately informed of strategies, progress made and action points from IEPs;
6. Ensure excellent communication with colleagues working with students on the SEND register and respond promptly to requests for assistance relating to SEND;
7. Be a positive influence on staff morale and motivation;
8. Actively seek to improve their practice, demonstrating a clear commitment to their own career professional development;
9. Have excellent organisational skills;
10. Have excellent interpersonal skills;
11. Give the highest regard to safeguarding and child protection as well as to health and safety;
12. Be flexible and adaptable;
13. Support the school's ethos of respect and positivity, ensuring courtesy in all forms of communication;
14. Pay the highest regard to confidentiality.

This job description is subject to review and amendment by the Principal in the light of changing needs of KIS. The post holder may be required to undertake other duties within the school as may reasonably be expected under the direction of the line manager or the Principal, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.