



**European Schools**

Office of the Secretary-General

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## **Job description of a SEN Assistant.**

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**Working group “SEN Policy”**

28.09.2011

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## **Job description of a SEN Assistant:**

1. Adhere to the policies and procedures of the European School, XX.
2. Work in a team and maintain a cooperative and respectful relationship with team members.
3. Maintain confidentiality in working.
4. Participate in the different activities contributing to the pupil's general education.
5. Participate in meetings organised by the Management or their delegates.
6. Participate in school visits and trips when requested to do so by the Management.
7. *Participate, with the teachers, in parents' evenings and information meetings.*
8. *Participate in training days.*
9. *Participate in in-service training courses.*
10. Assist the teachers in planning, preparing and assisting the SEN pupil during his/her classroom activities.
11. Prepare the room, take care of the room and maintain a clean environment.
12. Provide practical assistance with record-keeping of the SEN pupil's work.
13. Participate in supervision during recreation periods.
14. Supervise the class temporarily when the class teacher is unavailable.
15. Supervise and assist with a group's activity, after it has received the teacher's instructions.
16. Monitor the SEN pupil's work and help him/her, if need be, by providing additional explanations.
17. Prepare teaching equipment and material for the SEN pupil.
18. Promote the SEN pupil's good behaviour by using positive discipline techniques.
19. Observe the SEN pupil's behaviour and development and communicate the observations made to the teachers.
20. Accompany the SEN pupil and put him/her on the bus and collect him/her when he/she gets off the bus.
21. Help the SEN pupil to move around from place to place in the school, particularly on arrival and on departure and whenever the need arises.
22. Help the SEN pupil with his/her clothes on arrival, on departure and whenever the need arises.
23. Participate in the practicalities of ensuring that the SEN pupil eats and drinks, during the morning and afternoon breaks and at lunch time
24. Help the SEN pupil to eat his/her meals.
25. Take the SEN pupil to the toilet.
26. Take the SEN pupil to the rest room and supervise his/her rest, when necessary or scheduled.
27. In addition, he/she may be assigned administrative duties by the Management, according to the school's needs, particularly should the SEN pupil happen to be absent.