

Role Profile – Special Support Assistant (SSA)

NJC Grade D SCP 7-11 £22,369-£24,054 fte

Purpose of the role (job statement)

To support specific groups of pupils in the classroom with Special Educational Needs to access education.

Key Responsibilities

1. Work with colleagues to determine the specific learning and physical requirements of individual pupils
2. Provide advice to enable pupils to make choices about their own learning
3. Support other staff to ensure educational settings meet the needs of pupils
4. Provide supporting information to SENCO and teachers to support achievement and progress of pupils
5. Provide advice and motivation to pupils in relation to pupil inclusion and achievement
6. Decisions are sometimes made independently and can have a significant impact on pupils
7. Maintain confidentiality and adhere to safeguarding procedures

Individuals in this role may also:

1. May demonstrate own duties to new or less experienced staff
2. Invigilate exams
3. Accompany pupils on external visits
4. Support pupils using basic IT

Please note:

The post holder may reasonably be expected to undertake other duties commensurate with level of responsibility that may be allocated. It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities at all times.

This job description can be reviewed at any time in discussion with the Headteacher