

## **Job Description for Special Support Assistant (Paid at 14 – 17)**

### **Job Title: Special Support Assistant**

### **Responsible to: Head Teacher and Deputy Head and SENDCO (Line Manager)**

The postholder will be responsible for supporting the needs of a child/ren with special educational needs and assisting the appropriate class teacher in supporting the children's learning and providing for their social welfare needs within the school.

### **Job Purpose**

To assist with the education, supervision and welfare of a child/ren with special educational needs and supporting the teacher with the needs of all the children in the class.

### **Duties:**

- ❑ To work with individuals or groups of children, with all ability levels, to support their learning in all curriculum areas under the direction of the class teacher or other professionals.
- ❑ To support the class teacher and other professionals within the school, in developing specific activities and programmes of support for the child/children.
- ❑ To help prepare class activities, through joint planning with teachers and to organise the availability and care of the classroom equipment and resources necessary for such activities.
- ❑ To help children learn as effectively and independently as possible, both in group situations and on their own, e.g. clarifying and explaining instructions, listening to children read, etc.
- ❑ To ensure the health and safety of the children and report concerns or detail of accidents/incidents as necessary to the Headteacher.
- ❑ To work, occasionally, with other professionals, i.e. Speech and Language Therapists, the SENCO, to implement a suitable programme of support for the child/children as required.
- ❑ Administering simple first aid or medical procedures in line with LEA guidelines.
- ❑ To contribute to and implement the school's behaviour policy and support children in complying with that policy.
- ❑ To meet with relevant class teacher prior to the start of the school day.
- ❑ To assist with supervising children at the beginning and end of the day in the playground

- ❑ To assist in the general care of the school environment by keeping classrooms and other areas, like the library etc., tidy and in good order.
- ❑ To implement and promote the school's equal opportunities and policies at all times and to value the cultural diversity of the school community.

**To support the teachers, including the following:**

- ❑ To observe and report back to the teacher on the progress of the children in literacy, numeracy and language, in accordance with the school assessment policy.
- ❑ To accompany teachers and classes on educational visits, by assisting with children's care, welfare and learning activities.

**To support the curriculum, including:**

- ❑ To support group and individual work in any curricular area under the guidance of the teacher and other professionals.
- ❑ Under the guidance of the teacher, SENDCO and other relevant professionals: To prepare materials and support progress in Literacy and Numeracy sessions.
- ❑ To supervise the class as and when required, for no more than 45 minutes. Work to be set by the teacher.

**General:**

- ❑ To maintain a positive attitude and to fully engage the school community
- ❑ To attend relevant in-service training as and when required.
- ❑ To administer first aid or carry out simple medical procedures in line with LEA guidelines
- ❑ To attend and contribute to occasional school meetings as directed by the Headteacher
- ❑ To develop activities to promote social interactions between pupils during break times.
- ❑ To operate AVA equipment, including photocopiers to assist the teachers.
- ❑ To work as part of a team
- ❑ To be familiar with school policies, procedures and standards and to be willing to implement them in a consistent way.
- ❑ To relate to children from a wide range of cultural and social backgrounds, to develop positive relationships with them and to promote equal opportunities for all to enjoy the lunch break.

- ❑ To assist children in resolving disagreements. To develop skills to counter bullying in the playground.
- ❑ To recognise when a child needs help.
- ❑ To act calmly in a crisis and to know when to call for extra help.
- ❑ To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher and Deputy Head.
- ❑ Has clear knowledge of the schools *Safeguarding Policy* and carries out all duties in line with this

Essential:

Experience of working with children with special educational needs.