

Teaching and Learning Family

Job Description - Special Support Assistant Supporting and Delivering Learning General (Grade 5)		
Role Title	Typically reports to	
Curriculum Support Assistant (CSA)	SENDCo	
JE Code	Grade	Date of profile
D173	5	11/01/2021
Purpose of the role (job statement)		
<p>To work under the direction and guidance of the SENDCo and Head of Faculty to directly support students with additional needs to access and progress across the relevant curriculum areas, particularly in the area of science. You will be an enthusiastic and committed individual who is skilled in supporting young people with a range of additional needs.</p> <p>You will effectively implement elements of the curriculum on a 1:1 basis and in small groups/class settings. You will be supported by the SENCo to design targeted interventions intended to accelerate progress across the relevant curriculum areas. In addition, you will provide in and out of class support for a range of students with additional needs from across the school.</p> <p>You will provide additional support for a number of students with additional needs with a focus on well-being and guidance. You will be skilled in working with students with a range of additional, complex needs, both academically and socially and emotionally. You will be an excellent communicator, able to effectively liaise with wider school staff, external agencies, parents and professionals to plan, implement and review specific SEND support provisions.</p> <p>This role is designed to support our students with additional needs to make academic progress in order to enable them to achieve the best possible outcomes at Key Stage 4 through implementation of an appropriate curriculum, designed to meet the needs of those with additional needs. You will be committed to your own professional development.</p>		
Main Duties:-		
<u>Support for Students</u>		
<ul style="list-style-type: none"> ● To support students to engage in learning activities and monitor and evaluate their responses through observation and recording of achievement and provide feedback/reports as required ● Work with students to ensure they complete work, develop understanding and achieve their target grades ● To assist with the development and implementation of Individual Education Plans and assess the needs of students using available data and specialist skills to support students' learning ● To contribute to identifying and to undertake appropriate out of school learning activities which consolidate and extend work carried out in class ● To promote inclusion and acceptance of all students in the classroom ● To establish productive working relationships with students, acting as a role model, and setting high expectations ● To encourage students to interact and work co-operatively with others and engage all students in activities ● To promote independence and employ strategies to recognise and reward achievement ● To use ICT effectively to support learning activities and develop students' competence and independence in its use 		

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- To develop a 1:1 mentoring relationship with targeted students as their allocated key worker.
- To invigilate tests and examinations
- To accompany staff and students on educational visits

Support for the Teacher

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans, as appropriate.
- Monitor and evaluate student's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports, as required, to the teacher on student assessment, progress and other matters: ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records, as agreed with the teacher, contributing to reviews of systems/records, as requested.
- Undertake marking of student's work and accurately record achievement/progress.
- Promote positive values, attitudes and good student behaviour: dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parent/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin support e.g. administer course work, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/need
- Implement local and national learning strategies e.g. literacy, numeracy, KS3/4 curriculum and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop student's competence and independence in its use
- Help student's to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment, plans and resources to support student's

Support for the School

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference, and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/ professionals in liaisons with the teacher, to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities, as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff, as appropriate.

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- Undertake planned supervision of students out of school hours learning activities.
- Supervise students on visits, trips and out of school activities, as required.

Responsibilities:-

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.
- Ensure accurate record keeping including the use of Provision maps, CPOMS and class charts

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Person Specification – SSA Supporting and Delivering Learning General Grade 5			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> • Can use ICT effectively to support learning • Use of other equipment technology - video, photocopier • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Working knowledge of national/foundation curriculum and other relevant learning programmes/strategies • Understanding the principles of child development and learning processes • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these • Effective behaviour management skills 	E E E E E E E E E	A I AI A A I AI AI AI AI AI
Qualifications and Training	<ul style="list-style-type: none"> • Current GCSE (or equivalent) at Grade C in maths, English and one other specific curriculum area • Level 3 qualification in a specific curriculum area linked to the job role • Level 3 qualification in a relevant qualification linked to supporting teaching and learning (or working towards) • Training in the relevant strategies e.g. literacy and/or, in particular, curriculum or learning area e.g. bilingual, sign language, dyslexia, ICT, maths, English, CACHE etc. • Appropriate first aid training. 	E E E D D	A A A A A
Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age. 	E	A I
Disposition	<ul style="list-style-type: none"> • Able to work on own initiative and as part of a team with minimal supervision • A friendly, positive and flexible approach • Flexible 	E E E	I AI AI
Conditions of Service			
National Joint Council			

Signature of post holder _____ Date ____ / ____ / ____

Signature of headteacher _____ Date ____ / ____ / ____

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.



Pride - Determination - Strength

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.