



BUILDWAS ACADEMY

DRAFT JOB DESCRIPTION 2017-2018

NAME:

POST: Special Support Assistant Scale 2

HOURS: Monday to Friday 8.30am - 3.30pm
= 30 hours

Buildwas Academy has several support staff covering a range of duties including:

Description of Post

As a Special Support Assistant you will be supporting pupils with special educational needs. Depending on the difficulties experienced by any child, you may be involved with individual support, group support, social and physical support. You may also be asked to address pupil issues such as toileting incidents, sickness etc.

This work may be delivered within the classroom as well as in other areas but always under the guidance of the Class Teacher.

General Duties

- working under the direction of the Class Teacher on National Curriculum coverage and requirements
- supporting children individually, as well as a member of a collaborative group
- supporting any social and organisational skills
- monitoring and managing behaviour (MAPA)
- carrying out specific programmes devised to meet specific needs
- recording activities in the classroom, including assessment
- preparing appropriate materials and resources for any particular activity
- taking part in routine liaisons with professionals involved with the pupils

- sharing any concerns to the Class Teacher or designated member of staff for Child Protection
- taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
 - clarifying and explaining instructions
 - ensuring the child is able to use equipment and materials provided
 - assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation
 - helping children to concentrate on and finish work set
 - meeting physical needs as required whilst encouraging independence
 - assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
 - developing appropriate resources to support the children
 - providing support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.
- To establish a constructive relationship with the pupils and interact with them according to individual needs:
 - to promote the inclusion and acceptance of all children
 - to set challenging and demanding expectations and promote self-esteem and independence
 - to provide the necessary pastoral care to enable children to feel secure and happy
 - to provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

The Special Support Assistant may have access to information which is both sensitive and detailed and this must be regarded as confidential.

Liaison with parents is primarily the teacher's responsibility and any discussions with parents over specific concerns, queries or information should take place in the presence of the teacher.

Statement of Accountability

The Special Support Assistant is directly responsible to the Principal, the Special Needs Co-ordinator and the Class Teacher.

Signature of Staff Member: _____

Signature of Principal: _____

Date _____

This description may be amended at any time after discussion with you.