

Job Description

Special Support Assistant

Aims and Purposes

As a Special Learning Support Assistant, to be responsible under the direction of the class teacher, for the care and welfare of a named child at the school and to assist in the educational process.

Duties and Responsibilities

- 1) Work individually with the named child and/or within a small group as directed by the class teacher.
- 2) Deliver interventions as specified by the class teacher or outside agency eg Speech and Language Therapist, Occupational Therapist or other Specialist Teacher.
- 3) In partnership with the class teacher, liaise with outside agencies where appropriate.
- 4) Attend and contribute to meetings concerning the child such as termly SEND reviews or Annual Reviews.
- 5) Support the child's personal hygiene and welfare. (This may include assisting with toileting and changing nappies where necessary.) And giving medication when appropriate.
- 6) Support the child's Personal, Social and Emotional Development and work with the SENDCo and class teacher to carry out consistent behavioural strategies in order to keep the child and others safe and minimise the disruption of the learning of others.
- 7) Support the child during lunchtime and playtimes in order to keep the child and others safe, develop lunchtime routines and help the child to develop friendships with others.
- 8) Supporting children with accessing the wider life of the school such as going on school trips and visits.
- 9) Attend relevant training as requested by the school in order to keep up to date with how to best support the needs of the child.
- 10) Follow school safeguarding procedures and school policies to ensure that all children in the school are safe.
- 11) Support the class teacher in keeping records for the named child up to date.
- 12) Communicate with the child's parent / carer alongside the class teacher.
- 13) Carry out other tasks as directed by the class teacher or Headteacher in order to ensure the smooth running of the school.