POST TITLE: Special School Assistant (Higher Level) GRADE: Grade 7

ACCOUNTABLE TO: Headteacher

**PURPOSE OF THE JOB**

* To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability
* To work with and support children with a variety of complex academic, physical and emotional/behavioural needs on a class, group or individual basis
* To take a leading role in aspects of planning, preparation and delivery of key aspects of the curriculum

## key Accountabilities

1. As directed by the class teacher, to work with individuals or groups of children with complex needs, to support subjects and learning across the whole curriculum;
2. To establish supportive, caring and secure relationships with the child/ children, promoting respect, self-esteem and a positive, inclusive whole school ethos;
3. To develop knowledge and understanding of the specific academic, physical and emotional/behavioural needs of individuals and groups of children within the school and respond to them effectively;
4. To assist the class teacher with the planning, development and delivery of suitable programmes of work for pupils (i.e. Individual Education Plans), for children with specific learning needs and/or a statement of Special Educational Needs;
5. To take a leading role in the planning, preparation and assessment of a whole curricular area, as advised by the class teacher. This will include research, collation of resources and implementation of work programmes;
6. Under the overall direction of the Class Teacher, to take sole responsibility for groups of children or whole classes for periods of time;
7. To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the children in using them;
8. To help, support and motivate the children, clarifying instructions, encouraging independent learning and enabling learning targets and outcomes to be achieved;
9. To contribute to monitoring and recording pupils’ progress, including maintaining records, providing relevant feedback to teachers and attending and contributing to meetings in respect of pupils’ progress and/or welfare;
10. To encourage and support good behaviour and to deal with unacceptable behaviour in accordance with school policies, which include Team Teach and the use of physical intervention;
11. To act as the team leader for various off-site visits and activities, as appropriate and as directed by the Class Teacher;
12. To provide welfare support to the children. According to a child’s specific requirements, this may include:
    1. Administering First Aid and medicines
    2. Attending to personal hygiene needs
    3. Providing specific therapies/programmes tailored to a child’s needs (e.g. physiotherapy)
    4. Assisting children with mobility, which may include lifting, moving and carrying
13. As directed by the Class Teacher, to liaise with outside agencies, where appropriate, in respect of individual children;
14. To co-ordinate and/or deliver training for visiting students and volunteers, as required;
15. To assist with general school duties. These may include:
    1. Setting up classrooms, preparing resources and displays and tidying and clearing away
    2. Supervision of children during playtimes and lunchtimes
    3. Supervision of children entering and leaving school premises

**Supporting the school**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school’s Health and Safety Policy.

**OTHER DUTIES:**

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.