

Job Description Special Needs Assistant

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

Special Needs Assistant Role - General Purpose of the Post:

To work with the Director, Head Teacher and Class Teacher to meet the educational, social and emotional needs of all pupils.

To compliment the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve supporting the planning, preparing and delivering of learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting pupils' achievements, progress and development.

Safeguarding responsibilities

The safeguarding responsibilities of this post include daily, direct, contact with the children and young people in the School. Responsibility for contributing to the provision of a safe environment in which children can learn and be listened to. In addition maintaining up to date knowledge of safeguarding and child protection process and to follow appropriate process to act on concerns and observations. This post does involve regulated activity.

Support for Pupils

- Assess the needs of the pupils and use detailed knowledge and specialist skills to support the pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Support the development and implementation of Individual Education Programmes (IEPs).
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- To deal with children who have been sick or have soiled themselves (cleaning up where necessary).
- To care for distressed/unwell children until their parent arrives.
- If required accompany children to hospital.
- Support class at break and lunchtimes as directed. Ensure that the playground is safe for the children to play in.

Support for Teachers

- Organise and manage an appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.
- Supporting the role of parents and pupils learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement.
- To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests, language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aids, resources and equipment.
- Support teaching staff in the production of learning/teaching resources such as workbooks/worksheets etc.
- Assist in general classroom tasks as required by the class teacher when not working with individuals or groups of children.

Support for the School

- Comply with and assist with development of policies and procedures relating to Child Protection, Health and Safety, Security, Confidentiality and Data Protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of children.
- Take the initiative as appropriate to develop multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Participate in relevant training courses to aid professional development.
- Attend staff and class meetings on a regular basis
- Assist with education trips and visits and other activities as appropriate.
- To accept that all job descriptions are subject to annual review and alteration in response to the changing needs of the school.