

Job Description

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| DIRECTORATE: | Education & Family Support |
| DEPARTMENT: | Inclusion Service |
| POST: | Special Needs Support Assistant |
| GRADE OF POST: | Grade 3 |
| RESPONSIBLE TO: | Senior Special Support Officer or Senior Learning Support Officer (depending upon operating specialism within the Service Area). |

JOB PURPOSE:

To work with school staff to ensure the inclusion of pupils in a mainstream school and to support the school in delivering the curriculum to meet the pupil's educational, visual, communication, social, emotional and behaviour needs.

To liaise with colleagues in school as well as specialist teachers, advisory teachers, therapists/assistants, nursing professionals and parents.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Promoting the independence, inclusion and equality of children with a sensory impairment/medical needs/behaviour difficulties or communication disorder within mainstream schools.
- Under the guidance, and with negotiation with specialist and mainstream teachers, fostering appropriate strategies to use in differentiating the curriculum.
- Implementing programmes and IAPs / ILPs under the direction of the SENCo, Class Teacher and external specialist staff and establishing constructive relationships with parents/carers.
- Assisting the class teacher, ensuring effective liaison with other professionals, working cooperatively with an effective multi-professional team and providing objective feedback and assist with keeping and updating records as agreed with other staff.
- Establishing productive working relationships with pupils, acting as a role model whilst motivating pupils, promoting and reinforcing self esteem.
- Assisting with the personal needs of children/young people with ALN as well as developing their independent.

- Contribute to the implementation and monitoring of school behaviour management and strategies and promote positive behaviour amongst pupils.
 - Participating in any training and development activities in order to maintain one's own professional development or to enhance competence within the job role. Attending training/continuous professional development activities as required by the SENCo, Head Teacher and Head of Service for Inclusion.
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GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

Person Specification
Special Needs Support Assistant

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

| Attributes | Requirements | Essential | Method of Evaluation/ Testing |
|---|--|----------------------------------|--|
| Qualifications, Education & Training | <ul style="list-style-type: none"> • NVQ Level 2 Teaching Assistant or equivalent qualification or ability to demonstrate competency through experience. • Willingness to participate in development & training opportunities. • Registration with EWC | <p>Yes</p> <p>Yes</p> <p>Yes</p> | <p>Production of original Qualification Certificates and application form.</p> |
| Knowledge & Experience | <ul style="list-style-type: none"> • Experience of working with children and young people with special educational needs. • An understanding of classroom roles and responsibilities and your own position within these • A basic knowledge in the principles of child development. | <p>Yes</p> | <p>Interview, application form, and selection process.</p> |
| Skills & Personal Qualities | <ul style="list-style-type: none"> • Competence in the fundamental skills of maths and English. • Ability to work constructively as part of a team. • Ability to relate well to children and adults • Full driving licence is required and use of own vehicle during working hours is essential. • Ability to greet customers through the medium of Welsh | <p>Yes</p> <p>Yes</p> <p>Yes</p> | |