**Job Description**

DIRECTORATE: Education & Family Support

**DEPARTMENT:** The Bridge Alternative Provision

**POST:** Special Support Assistant

**GRADE OF POST:** GR04

**RESPONSIBLE TO:** Teacher in Charge

**JOB PURPOSE:**

Working in the Primary Department of the revolving door provision, the post-holder will be required to provide support for pupils with BESD needs.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

* Provide in class support to pupils in the Bridge using appropriate strategies and resources.
* Adapt materials and resources according to pupils’ needs to facilitate access to the curriculum.
* With training, attend to the personal needs of pupils and implement related personal programmes, including social, health, physical, hygiene, emergency aid, medical support and welfare needs and administer medication where required.
* Challenge and motivate pupils, promote and reinforce self-esteem.
* Participate in any training and development activities in order to maintain one’s own professional development to enhance competence within the jo role.
* Assist with the supervision of pupils out of lesson times.
* Prepare the classroom as directed by the teaching staff.

**GENERAL DUTIES**

**Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](http://www.bridgenders.net/healthandsafety/Documents/Corporate%20Health%20and%20Safety%20Policy%20June%202017.pdf)

**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 Team or Children’s IAA Service within MASH.

**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 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** | * QCF (NVQ) Level 2 for Teacher Assistants or equivalent; or able to demonstrate competence through experience. * EWC Registration. * Team Teach Training or willingness to undertake relevant training. | **√**  **√** | Production of original Qualification Certificates and application form. |
| **Knowledge & Experience** | * Experience of working with or caring for children and young people with BESD. * Understanding the principles of behaviour management. | **√** | Interview, application form and selection process. |
| **Skills & Personal**  **Qualities** | * Ability to follow a differentiated learning plan. * Effective use of ICT to support learning. * Manage time effectively and prioritise work when required. * Competence in the fundamental skills of numeracy and literacy. * Ability to work constructively as part of a team. | **√**  **√** | Interview, application form and selection process. |