

## **Job Description: Specialist Student Support Assistant**

### **1. ROLE TITLE**

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|-----------------|---------------------------------------------------------------------------------------------------------|
| Job Title:      | Specialist Student Support Assistant                                                                    |
| Reporting Line: | Head of SEND and Inclusion (SENCo)                                                                      |
| Hours:          | 37.5 hours per week, term time only (0.86 FTE), 8.00am - 16.00pm with a half an hour unpaid lunch break |

### **2. PURPOSE OF ROLE**

Under the supervision of the SENCo, the post holder will fulfil a range of supportive and administrative duties. These may include supporting small groups of students within and outside of the classroom, lunch supervision / activities, liaising with parents and support services and preparing materials for teaching and learning. The post holder will offer support within and outside of the classroom. The role will involve liaising with staff to provide support to help meet the needs of different students.

To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.

- To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
  - Clarifying and explaining instructions
  - Ensuring the pupil is able to use equipment and materials provided
  - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks appropriate to pupil's needs
  - Assisting in weaker areas, e.g., speech and language, reading, spelling, numeracy, handwriting/presentation etc.
  - Using praise, commentary, and assistance to encourage the pupil to concentrate and stay on task
  - Liaising with class teacher, SENCO, and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate
  - Providing additional nurture to individuals when requested by the class teacher or SENCO
  - Consistently and effectively implementing agreed behaviour management strategies
  - Helping to make appropriate resources to support the pupil
- To establish supportive relationships with the pupil concerned
- Assist teachers in supporting the pupil to meet the provisions specified in the Educational Health Care Plan (EHCP).
- To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- Taking appropriate measures to ensure the safety of the assigned pupil and their well-being (including administering first-aid if appropriate, helping with dressing/hygiene/toileting etc.)
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback, and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- To support the pupil in developing social skills both in and out of the classroom
- To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
- Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- Where appropriate, to know and apply positive handling techniques
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school and parents informed of relevant information
- To contribute towards reviews of the pupil's progress as appropriate



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- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
- To be willing to support breaktime supervision e.g., educational games, homework clubs etc.
- To be willing to support the pupil where needed, to allow them to access all areas of the curriculum
- To provide support at lunchtime to ensure the safety of the pupil whilst eating
- To accompany teacher and pupils on any educational visits
- The post-holder may be required to work in any part of the school or redeployed at short notice within the school to meet day-to-day operational requirements, and may be required to undertake any reasonable duties, or comply with any reasonable request, from the Principal, or the delegated manager, that fall within the general scope of this job description and meet contractual obligations