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| **Designation** | **Special Support Assistant** |
| **Post Holder** |  |
| **Hours of Work** | **311/4 Hours per week, Term Time Only** |
| **Grade** | **D2: point 12 to point 21** |

1. **PURPOSE**
2. To work in collaboration with teachers, parents and outside agencies to support the overall development of pupils with physical disabilities/complex medical condition within school.
3. To have a clear understanding and knowledge of the care, medical and learning needs of the pupils with disabilities/complex medical conditions.
4. **ACCOUNTABILITY**
5. To support pupils with physical disabilities/complex medical conditions facilitating access to the curriculum and to encourage appropriate independence
6. To have responsibility for the primary care needs of children – which may include, toileting, catheterisation, wearing of splints, callipers plus the administration of medication and appropriate records kept.

1. To support and supervise pupils with physical disabilities/complex medical conditions during lunchtimes in the dining room and at play and develop suitable engaging activities.
2. To work with outside agencies, eg: Medway Therapy Team, etc., involved in the support of pupils with physical disabilities/complex medical conditions and act on their advice and follow specific programmes.
3. To attend to the pupils’ standing, seating and mobility needs making sure pupils are safe and comfortable.
4. To assist in soft play and PE sessions within school, being aware of the needs of the pupils and to liaise with the class teacher for the pupils participation.
5. To accompany the class on educational visits and be involved in the responsibility for the pupils with physical disabilities/complex medical conditions.
6. To share the responsibility as a member of the school team for the well being and health and safety of the pupils within school.
7. To collect and deliver the children with disabilities/complex medical conditions to and from their transport/parents at the beginning and end of the day and relay messages to class teachers and the Inclusion Manager.
8. To work in liaison with the teacher in providing learning support and curriculum access for pupils with physical disabilities/complex medical conditions in line with EHCP’s and to be part of the planning process. This may include small group work.
9. To assist the teacher with observations and assessments of pupils.
10. To be involved in INSET relating to staff development.
11. To be responsible for the maintenance and cleanliness of equipment for pupils with physical disabilities/complex medical conditions and to ensure the safe storage of equipment when not in use.
12. To provide information to the Inclusion Manager on primary care and physical needs when required eg. for formal assessment, secondary liaison etc. and to participate in the annual reviews of statements.
13. To respect confidentiality at all times.
14. Other such duties as the Headteacher may, from time to time, require in relation to the care of children within the provision.
15. **ORGANISATION**
16. The will work under the line management of the Inclusion Manager as part of a flexible support team. Each Special Support Assistant is assigned a Year Group and has a timetable.
17. The postholder will have regular contact with pupils, parents, staff, Governors and other professionals.
18. **FINANCIAL ACCOUNTABILITIES**

The postholder will have no financial accountabilities.

1. **WORKING ENVIRONMENT**

The postholder will be based within the school buildings

1. **PERSON SPECIFICATION**

**Qualifications**

* Good standard of English and Mathematics (minimum GCSE, ‘C’ grade)
* Qualification in Learning Support – minimum level of NVQ L3 or equivalent.
* Evidence of personal commitment to professional development

**Experience**

* Experience of supporting children’s personal care and providing support for pupils with physical disabilities/medical needs
* Experience of using Information Technology to support pupils in the classroom

**Knowledge**

* Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
* Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance which are appropriate to the age and development stage of pupils.

**Skills and Abilities**

* Ability to use language and other communication skills that pupils can understand and relate to
* Ability to establish positive relationships with pupils and empathise with their needs
* Ability to demonstrate active listening skills
* Ability to consistently and effectively implement agreed behaviour management strategies
* Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupil’s needs, encouraging the pupil to stay on task.
* Ability to 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.
* Ability to carry out and report on systematic observations of pupils’ knowledge, understanding and skills
* Ability to assist in the recording of lessons and assessment as required by the teacher.
* Ability to offer constructive feedback to pupils to reinforce self-esteem
* Ability to work effectively and supportively as a member of the school team
  + Ability to work within and apply all school policies, e.g. Behaviour Management, Child Protection, Health and Safety, Equal Opportunities, etc.

**Personal Qualities**

* A good team player
* Flexible attitude
* Willingness to participate in further training and developmental opportunities offered by the school to further knowledge and skills.
* An understanding of confidentiality and willingness to maintain this on all school matters.
* Commitment to giving the very best for our children and staff team by supporting the school’s Core Values.
* Commitment to equality of opportunity and to safeguarding and promoting the welfare of children.

This job description is subject to review by the Headteacher in consultation with the postholder as appropriate to the changing needs of the school.