

## SPECIAL SUPPORT ASSISTANT JOB DESCRIPTION

### The Link Primary School

<b>Job Title:</b>	Special Support Assistant (Fixed Term & Permanent) Experience Required: Managing children with ASD (verbal and complex / lower functioning) and/or SLCN)
<b>Location:</b>	The Link Primary School
<b>Accountable to:</b>	Mrs Sandy Turner, Headteacher The Link Primary School

### SAFEGUARDING AND PASTORAL CARE

At The Link, we are committed to the development of the whole child – morally, socially, spiritually, culturally, intellectually and physically and we have responsibility to care for each pupil's wellbeing. With this in mind, the school provides a challenging and safe environment for learning. At The Link we share the objective of keeping children and young people safe by:

- Providing a safe environment for children and young people to learn
- Identifying children and young people who are at risk, or potentially at risk and taking appropriate action with the aim of making sure they are kept safe both at home and in the school

The Special Support Assistant contributes significantly to this objective by

- Promoting safe practice
- Identifying grounds for concern about a pupil's welfare and immediately reporting concerns to the Head Teacher/Designated Safeguarding Lead.
- Contributing to effective partnerships and working between all those involved in providing services for children and young people

School policy statements contribute to the delivery of Pastoral Care within The Link Primary School: Child Protection, Behaviour, Anti-bullying, Equality, Staff Code of Professional Ethics, Special Educational Needs etc

### DUTIES:

- Promote the aims of the school as set out in the Prospectus and Staff Handbook
- Assist teachers in the care, supervision and teaching of pupils, in particular pupils with ASD, lower functioning ASD and SLCN.

- Under supervision of the teacher, to actively develop and nurture the play skills of young children, and to pro-actively identify and plan the next steps for development.
- Ensure all relevant information relating to the pupil is relayed to appropriate staff members.
- To understand, accept and follow the general therapeutic approach as set out in the Pastoral Care Policy.
- Supervise pupils before school, at break-times and lunchtimes as required.
- Assist with school displays and preparation of classroom resources.
- Undertake administrative and clerical tasks delegated by teachers.
- Attend annual reviews, parents' or other meeting, including staff meetings if required by the Head teacher.
- Accompany pupils and staff on off-site activities/residential trips.
- Accompany and assist pupils on shopping trips.
- Attend INSET sessions as required.
- Attend training courses organised by external agencies as required.
- Assist in whatever way is appropriate within the capacity of the individual in the case of staff illness or similar emergency.
- Ensure the health and safety of pupils, staff and premises.
- Follow health care plans for pupils in school, in partnership with our school nurse.
- Administer essential medicines to pupils (with suitable training).
- To clean-up (following pupil sickness).
- To assist with toileting and personal care of pupils (as necessary).
- To undertake training as a First Aider (should this be required).
- Adhere to school policies.
- Adhere to the Health and Safety Policy.
- Any other duties at the absolute discretion of the Headteacher.

## SPECIAL SUPPORT ASSISTANT PERSON SPECIFICATION

### The Link Primary School

**Job Title:** Special Support Assistant (Fixed Term/Permanent)

**Location:** The Link Primary School

**Accountable to:** Mrs Sandy Turner, Headteacher  
The Link Primary School

<b>Education and Knowledge</b>	
General level of education: GCSE	<b>E</b>
Understanding/Knowledge of Children with Special Education Needs	<b>E</b>
NNEB or NVQ Level 3 Child Care Qualification	<b>D</b>
<b>Experience</b>	
Proven track record of working and managing children with lower functioning ASD and/or SLCN	<b>E</b>
Proven track record of developing and nurturing the play skills of young children, and pro-actively identifying and planning next steps for development	<b>E</b>
Experience of working in Group and 1:1 supporting roles	<b>E</b>
Experience of working with children with Special Education Needs	<b>E</b>
<b>Skills and Abilities</b>	
Specific skills in administering emergency medication	<b>D</b>
To work with and gain the respect of children with SEN	<b>E</b>
Ability to work alongside the class teacher in a supportive role	<b>E</b>
Ability to prepare the classroom for teachers	<b>E</b>
Ability to help pupils who need extra support to complete tasks individually or in groups	<b>E</b>
Be confident to plan group tasks under the direction of the class teachers	<b>E</b>
Good interpersonal skills	<b>E</b>
To be open and friendly whilst maintaining a professional approach	<b>E</b>
To be sensitive to the needs of the child	<b>E</b>
Confident to organise and assist children with shopping trips	<b>D</b>
To be able to assist with the travelling arrangements of the child	<b>E</b>
In possession of a full clean driving licence	<b>D</b>
Flexibility to accompany pupils and staff on residential trips	<b>D</b>
Ability to create appropriate classroom resources	<b>E</b>
Good administrative and organisational skills	<b>E</b>
Good IT Skills	<b>D</b>
Skills in management of behaviour	<b>E</b>
Drive school mini-bus as required and authorised (following training)	<b>D</b>

<b>Personal Qualities</b>	
A confident and calm manner	<b>E</b>
Confident to work with children and enjoy their company	<b>E</b>
Enthusiastic, polite , lots of energy and a positive outlook	<b>E</b>
Emotional resilience in working with challenging behaviours	<b>E</b>
Willing to deal with poorly children (sickness etc)	<b>E</b>
A commitment to Equal Opportunities.	<b>E</b>
A commitment to safeguarding and promoting the welfare of children.	<b>E</b>

**D = Desirable attribute E = Essential attribute**

**Candidates are asked to address as many of the person specifications as possible in their application.**