



Special Support Assistant

Service Area:	Education Services
Responsible to:	Deputy Head through the Teacher/Tutor
Salary:	Points 4-8

Job Purpose

To work as part of a team as directed by the class teacher or therapist, in support of children's learning.

Main Duties

- To actively participate in the planning and implementation of all aspects of the children's curriculum, including group work, structured/unstructured play and regular outings with the aim of maximize learning opportunities and social skills wherever possible.
- To fully ensure the safety of all children, including administering first aid and when necessary accompanying a child to hospital. This includes taking preventative measures to ensure that the environment and resources in use are safe and appropriately organized to meet the needs of the group.
- To be actively involved in personal development such as on and off site training, specifically when required to meet the needs of certain pupils, attending regular staff meetings and contribute to reports when necessary.
- To establish and maintain good relationships with the children and their parents, this will involve making contact with home and where appropriate making home visits.
- To become familiar with all aspects of the schools routines, methods, equipment and polices to ensure a safe and stable routine for the children. This includes making resources which fit the necessary requirement as specified by the team for use both at home and in school.



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We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.



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Main Duties continued

- To assist in areas outside of the classroom such as meal time management and supervising break times.
- To assist in areas of personal hygiene appropriately.
- To establish and maintain good working relationships with all professionals both within the teams and those visiting.
- To behave professionally and adhere to the rules of confidentiality at all times.
- To carry out any other duties reasonably requested by the Head teacher.



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Skills, Knowledge & Aptitude	Essential	Desirable	Assessment
Ability to empathise with the needs of disabled people	✓		AIR
Good communication skills	✓		
An awareness about health & safety/ safe working practices	✓		
Willing to implement the Safeguarding and equality and diversity agenda	✓		
Good literacy & numeracy skills	✓		
BSL or Makaton signing		✓	
Person centred approaches.		✓	
Sensory approaches.		✓	
Qualifications and Training	Essential	Desirable	Assessment
Willingness to undertake NVQ Level II and any in service training appropriate to the role	✓		AI
Level 2 signing (BSL)		✓	
NVQ I		✓	

A: Application I: Interview R: References



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Experience	Essential	Desirable	Assessment
Supporting disabled children	✓		AIR
1 years' experience of working with disabled children within a school setting		✓	
Supporting disabled children with ASD		✓	
Working with people who have complex needs		✓	
Working with children and young people with hearing impairment		✓	
Personal Qualities	Essential	Desirable	Assessment
Flexible	✓		AI
Team Worker	✓		
Positive attitude and enthusiasm	✓		
Willingness to learn and be guided by more senior staff	✓		
Committed to providing high standards of service	✓		

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About Us

We are an ambitious, entrepreneurial and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high quality and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.



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