

Woodlands School

Job Description & Personal Spec

Special Support Assistant Level 2

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To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

Outline of main duties:

1. Work with individuals or groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
2. Assist with planned learning activities/teaching programmes as agreed with the teacher, and resolving related problems as appropriate
3. Participate in planning and evaluation of learning activities with the teacher for the session, day or week and providing feedback to the teacher on pupil progress and behaviour
4. Support the teacher in monitoring, assessing and recording pupil progress/activities
5. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
6. Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional
7. Share information about pupils with other professionals, as appropriate.
8. Support pupils to understand instructions support independent learning and inclusion of all pupils
9. Support the teacher in behaviour management and keeping pupils on task
10. Attend to pupils’ personal needs including toileting, hygiene, dressing and feeding, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
11. Physically assist pupils in activities (may involve hoisting/lifting, where mobility is an issue)
12. Requires the regular manoeuvring of pupils with severe physical disabilities.
13. Prepare and clear up the learning environment and resources and contribute to maintaining a safe learning environment, including photocopying, filing and the display and presentation of pupils’ work.
14. Responsible for the careful and safe use of specialist equipment e.g. standing frames, sensory equipment
15. Maintain confidentiality and adhere to safeguarding procedures
16. Working with individuals, small groups and/or whole classes of pupils where work is regularly interrupted, which requires switching from one activity to another.
17. Administer medication in accordance with an agreed plan under direct supervision of healthcare practitioner and following appropriate training
18. Undertake **gastric feeding** according to care plans and following appropriate training
19. Support children’s learning through play
20. Support pupils as part of a planned inclusion programme/work experience programme
21. Assist with break-time supervision including facilitating games and activities
22. Assist with escorting pupils on educational visits
23. Support pupils in using basic ICT
24. Support pupils with exams and tests
25. May demonstrate own duties to new or less experienced staff.

T R A I L

We seek and follow the key values outlined in the Woodlands TRAIL in all that we think and do

* Adults and children alike learn TOGETHER
* We seek to RAISE our game, make the best possible progress; both within ourselves and for each child
* We agree shared ASPIRATIONAL goals for each other and every child
* We challenge each other and the children to become as INDEPENDENT as possible in developing skills and knowledge
* The ability to keep learning and growing is a LIFELONG commitment
* We agree that our core measure of success is the quality of the LEARNING experience (all formal and informal learning is fun and valuable)

Personal Specification

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| --- | --- | --- |
| **Personal Attributes required**  **(on the basis of the job description)** | **Essential (E)**  **or**  **Desirable (D)** | **To be identified by:**  **(eg application form, interview, reference etc)** |
| Qualifications |  |  |
| NVQ level 2 or above qualification –appropriate to the post (or equivalent) | E | Application, Cert |
| GCSE English and Maths A\*-C (or equivalent) | E | “ |
| Experience |  |  |
| Experience of working with children with learning difficulties and/or disabilities | D | Application/Reference/  Interview |
| Experience of working with or caring for children of relevant age | D | Application/Reference/  Interview |
| Experience of working in a classroom environment | D | “ |
| Experience of administrative work | D | “ |
| Experience of supporting pupils with challenging behaviour | D | “ |
| Knowledge/skills/abilities |  |  |
| Ability to maintain a positive attitude and a child-centred approach | E | Interview |
| Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard | E | Application, Reference, Interview |
| Ability to relate well to children | E | “ |
| Ability to work as part of a team | E | “ |
| Good written communication skills | E | “ |
| Knowledge of safeguarding | E |  |
| Ability to supervise and assist pupils | E | “ |
| Knowledge of the concept of confidentiality  Administrative skills  Good numeracy and literacy skills  Ability to make effective use of ICT  Flexible attitude to work | E  D  E  E  E | “  “  “  “ |
| Other |  |  |
| Commitment to undertake in –service development | E | “ |
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| **This post is to Woodlands School and the post holder may be required to work across the age range of the school** | | |
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