

## Hillside Special School

### Specialist Support Assistant Job Description GRADE 3 (Above the mid line) Pay point from 7 to 9

| Particular Duties  | Main Tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Pupil Support      | <p>Undertake a range of tasks to support pupil's self-help and personal care needs</p> <p>Ensure that all personal equipment for the pupils is in place and inform the teacher of any requirements</p> <p>Follow and adhere to Moving and Handling Plans</p> <p>Support pupils with a range of medical and health needs following plans and guidance.</p> <p>Administer medication in line with individual pupil's medical needs and in line with training provided e.g. gastro, Oxygen, Suction, regular medication.</p> <p>Report any incidents and significant changes in pupil behaviour to the teacher and record following school procedure</p> <p>Model teaching and learning strategies to pupils</p> <p>Carry out training in Norfolk Steps and implement strategies throughout the day following all guidelines</p> <p>Keep accurate records e.g. assessment, behaviour, first aid, safeguarding</p> <p>Have knowledge of pupil targets and recognise and record progress</p> <p>Use any communication aids required by the pupils</p> |
| Teacher Support    | <p>Work with children in small groups, 1:1 or whole class under the direction of the Class Lead</p> <p>Assist the teacher to ensure that the aims and objectives of the school are achieved</p> <p>Prepare and set out equipment, keep equipment sorted and tidy/clean.</p> <p>Undertake any admin jobs that are required by the Class Lead e.g. prepare resources, laminate, shred, photocopy, put up displays in line with school policy</p> <p>Contribute to planning and step up to lead whole class in replacement of the class lead, as required</p> <p>Supervise pupils on playground/dinner breaks and organise appropriate activities for the children</p>                                                                                                                                                                                                                                                                                                                                                                              |
| Curriculum Support | <p>Assist and support with events connected with the curriculum e.g. Dance workshops, whole school productions</p> <p>Support the implementation of Government and school initiatives under the direction of the senior management team</p> <p>Undertake tasks to assist with events connected with the curriculum</p> <p>Have knowledge of the RWI and Maths for Life programmes</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| School Support     | <p>Attend relevant staff meetings and training as agreed with the senior management team</p> <p>Undertake a whole school responsibility as agreed with the Headteacher</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

The duties and responsibilities of any post may change from time to time and post holders may be expected to carry out other work not explicitly mentioned above which is appropriate to the level of responsibility vested in the post.

## **ESSENTIAL TO THE BASIC PERFORMANCE OF THE JOB**

### **KNOWLEDGE**

- Experience of working with pupils
- Basic knowledge and understanding of IT
- Basic knowledge of first aid
- Recognised competence in numeracy and literacy
- Understanding of the National Curriculum
- Ability to read and understand instructions
- Ability to complete records, online and handwritten

### **MENTAL SKILLS**

- Ability to recognise and report problems related to health and safety
- Support the teacher in creating an engaging learning environment and form positive relationships with colleagues
- Due to the nature of the pupils there is considerable demand for alertness both during specific activities and through the school day
- Awareness of pupils' behaviour is required when supervising in the classroom, playground and on field trips.
- The position is emotionally demanding due to the high level of needs of the pupils with whom they work
- Ability to recognise and resolve/refer problems or changes in pupil behaviour

### **INTERPERSONAL AND COMMUNICATION SKILLS**

- Sensitivity to pupils' needs
- Communicate with pupils at the appropriate levels, under the direction of a teacher
- Use of specialist communication skills e.g. Makaton signs, symbols
- Encourage pupils to participate in or complete tasks
- Ability to communicate clearly with all stakeholders
- Ability to maintain appropriate levels of confidentiality
- Help pupils use tools and equipment as required to support learning

### **INITIATIVE AND INDEPENDENCE**

- Ability to manage own workload, prioritising tasks based on importance
- Ability to work with small groups of pupils when carrying out specific tasks
- Able to resolve queries and /or problems, referring most complex issues to the teacher or other appropriate staff member
- Ability to adapt tasks to ensure that pupils are making progress and can access learning

### **PHYSICAL SKILLS**

- Use of keyboard and mouse and other IT accessories when supporting pupils
- Following training, ability to use medical equipment and /or administer first aid
- Knowledge of various pieces of equipment to support the pupils and teachers. Tools and equipment may be heavy e.g. wheelchairs, hoists, standing frames
- Be physically able to keep up with the pupils and be able to support pupils needs including behaviour and manual handling
- Considerable physical demands may be placed on the post holder when helping pupils with mobility, attending to personal care, in emergency situations or due to children's' challenging behaviours
- Specialist Support Assistants will be required to help move and handle children either with other staff or through the use of a hoist.

## **DESIRABLE ATTRIBUTES**

- NVQ level 2 or equivalent in related area
- Broad awareness and understanding of medical conditions such as asthma and epilepsy
- Awareness of Health and Safety procedures
- Knowledge of school policies and procedures
- Ability to be able to use a computer and all accessories