

JOB DESCRIPTION

SPECIALIST SUPPORT ASSISTANT (Complex Needs)

BIRMINGHAM INDEPENDENT COLLEGE

Reporting to: Operations Manager

Contract: Permanent Term-Time Contract

Days: Monday to Thursday (4 days)

Hours: 08:30 to 15:00

Purpose of the Role

To provide targeted, specialist support to students with identified complex needs, ensuring they can access the curriculum, make progress, and develop socially and emotionally. The postholder will deliver structured interventions and work collaboratively with teaching staff and the SEND team.

About Birmingham Independent College

BIC is an independent specialist college supporting young people aged 14–25 with autism who have multiple disabilities, including learners with complex needs, functional abilities, and high-performing students. Our ethos is clear: students are not defined by their disabilities, but supported to realise their potential.

At BIC we offer a broad and inclusive curriculum tailored to the diverse needs of our learners:

- for those with more complex needs, we deliver an experiential, independence-focused curriculum that prioritises functionality, life skills, and meaningful engagement with the wider community. This pathway supports our learners in developing greater autonomy, confidence in everyday life and social integration.

Key Responsibilities

1. Targeted Student Support

- Provide high-quality 2:1, 1:1 and small group support for students with SEND.
- Support students with a range of needs including learning difficulties, autism, SEMH, communication needs, behavioural challenges and personal care (if required).
- Implement strategies outlined in EHCPs, individual learning plans, or support plans.
- Promote student independence and confidence in learning.

2. Delivery of Specialist Interventions

- Deliver structured intervention programmes such as literacy, numeracy, social skills, emotional regulation, or communication support.
- Adapt intervention activities to meet student needs.
- Monitor and record student progress and provide feedback to teachers and the SENCO.
- Contribute to evaluating the impact of interventions.

3. Classroom Support

- Support teachers in adaptive learning (differentiating) in classroom activities.
- Adapt resources to ensure accessibility for student with additional needs.
- Assist with behaviour management and the implementation of positive behaviour strategies.
- Support student during lessons, transitions and unstructured times where required.

4. Collaboration and Communication

- Work closely with teachers, SENCO, and support staff to meet student needs.
- Contribute to student reviews and support planning where appropriate.
- Liaise with external professionals where required under SENCO guidance.
- Maintain accurate and up-to-date records.

5. Professional Responsibilities

- Attend relevant training and professional development.
- Support the college's commitment to inclusive education and safeguarding.
- Follow college policies including safeguarding, behaviour, and health and safety.
- Contribute positively to the wider college community.

Person Specification

Essential

- 2 years UK school/college experience supporting children and/or young people with SEND.
- Understanding of inclusive learning practices.
- Experience delivering small group or targeted interventions.
- GCSE English and Maths or equivalent (Grade 4/C or above).
- Strong communication and organisational skills.
- Clean enhanced DBS (Child and Adult) record

Desirable

- Level 2 qualification in Supporting Teaching & Learning or similar.
- Training or experience in areas such as:
 - Autism (ASC)

- SEMH
 - Speech & Language
 - Behaviour support
- Experience supporting student's with EHCPs.
- Experience of intimate/personal care support (Note: not required for all positions)

Key Skills & Attributes

- Patient, calm and empathetic approach
- Ability to work both independently and as part of a team
- Strong observation and record-keeping skills
- Commitment to student wellbeing and inclusion
- Flexible and proactive attitude