



## **JOB DESCRIPTION FOR SPECIAL NEEDS ASSISTANT**

**JOB TITLE:** Special Needs Assistant

**PURPOSE OF JOB:** To provide educational, medical and pastoral support to child to meet EHCP outcomes.

**DUTIES:**

**A Supporting Educational Needs**

1. Develop strategies and approaches to meet the child's Special Educational Needs, including one to one support and small group work
2. Assist in the delivery of a differentiated and well balanced curriculum
3. Use a multisensory approach to develop the child's cognitive skills
4. Develop strategies to promote communication, learning, physical, social and self-help skills
5. Support with the delivery and evaluation of individualised learning plans
6. Liaising with teachers, TAs and other SNAs
7. Support the child with friendship groups, social skills and group work
8. Support any other children, small group or provide support in whole classes as required by the school.

**B Supporting Health Needs**

1. Adhere to the procedures in place on both the Health Care Plan and Risk Assessment
2. Ensure the child's physical well-being is maintained when they are in school in line with **Supporting Pupils at School with Medical Conditions, September 2014, updated December 2015** legislation
3. Support the child at break times, lunch times and school trips as appropriate
4. Attend appropriate training to meet any health needs of the child
5. Deliver personal care including feeding via gastrostomy, care of the central Hickman line, administration of medication and the care of a Central Venous Catheter

**C Liaising with Teachers, TAs and SNAs**

1. Assist in the planning of suitable activities to support the child
2. Administer appropriate assessments and record progress
3. Participate in the evaluation of planned activities and assessments
4. Provide regular feedback about health and academic needs to the teacher and SENCO

**D Liaising with SENCO**

1. Attend relevant in-service training
2. Be aware of school policies and procedures
3. Perform any other tasks as directed by your Line Manager to support the department you are working in

4. To maintain absolute confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
5. Adhere to all health and safety requirements and procedures and attend all training courses as determined by the Line Manager / Headteacher.
6. Attend all safeguarding courses as determined by the Line Manager / Headteacher
7. Carry out reasonable instructions from the Line Manager / Headteacher.
8. Show flexibility and willingness to adapt to the changing needs of the role as determined by the Line Manager / Headteacher.

**E Liaising with external professionals and the family**

1. Consult with specialist educational support services to advise on strategies/interventions and resources to meet the child's needs
2. Establish close links with the family and provide regular feedback on progress

**Person Specification**

<b>Skills and Knowledge</b>		<b>Method of Assessment</b>
1.	Ability to support the teacher in planning, delivering and evaluating learning activities to ensure effective teaching and learning. Ability to give feedback in a constructive manner.	Application Form/Interview
2.	Ability to listen and observe children/young people and share observational findings effectively.	Application Form/Interview
3.	Ability to keep children and young people safe during day-to-day work activities. Ability to assess the balance between safety and risk, challenge and protection, and adjust own behaviour and accordingly.	Application Form/Interview
4.	Ability to praise and encourage children/young people according to their age, needs and abilities. Ability to deal sensitively with challenging behaviour (in line with setting/school policy and procedures). Act as a role model for positive behaviour.	Application Form/Interview
5.	Ability to interact and respond positively to children, young people and adults. Ability to establish and maintain rapport with pupils. Ability to demonstrate verbal and non-verbal communication skills when dealing with children, colleagues, parents, carers, families and other practitioners.	Application Form/Interview
6.	Ability to become an effective member of staff. Ability to work effectively with colleagues and other practitioners. Ability to take an active role in developing own skills and expertise.	Application Form/Interview

7.	Ability to help pupils, under the direction of the teacher, to participate in whole class, group and individual literacy and numeracy learning activities.	Application Form/Interview
8.	Ability to operate ICT resources safely and effectively as a learning resource. Ability to access and use learning programmes and information.	Application Form/Interview
9.	Ability to encourage and support pupils in using ICT during learning activities and feedback on their progress and response.	Application Form/Interview
10.	Value people equally, supporting an inclusive ethos	Interview/Application Form
11.	Excellent numeracy and literacy skills	Application Form/Interview
12.	Ability to communicate with and sensitively support and care for a child or young person, in ways suitable for his/her age, needs and abilities	Application Form/Interview
13.	In consultation with other, ability to adapt activities and experiences to enable a child or young person to take part, feeding back on progress to the child, other adults and family as required	Application Form/Interview
14.	Understanding of roles and responsibilities for supporting pupils' learning and implications for the support you can provide.	Application Form/Interview
15.	Knowledge and understanding of children and young people's development in relation to the ages covered by the setting/school	Application Form/Interview
16.	Awareness of safeguarding principles and safe working practices	Application Form/Interview
17.	Displays commitment to the protection and safeguarding of children and young people.	Interview
18.	Knowledge and understanding of importance of consistent behaviour management	Application Form/Interview
19.	Knowledge and understanding of the key features of effective communication.	Application Form/Interview
20.	Knowledge and understanding of appropriate software packages	Application Form/Interview
21.	Experience of working with and/or caring for children within specified age range/subject area	Application Form/Interview
2 2.	Awareness and understanding of a range of integration and inclusion strategies	Application form/Interview

2 3.	Awareness of codes of practice and information or instructions in place for children with disabilities and special educational needs	Application form/Interview
2 4.	Awareness of assessment and intervention framework for children with special educational needs	Application form/Interview

Experience, Qualifications and Training		Method of Assessment
<b>1.</b>	Holder of GCSE Mathematics and English qualification Grades A-C or 9-4 or the equivalent	Application form/Certificate
<b>2.</b>	Holder of, working towards or willing to work towards an NVQ Level 2, BTEC Level 2 or equivalent in Teaching Assistant or Supporting Teaching and Learning in Schools	Application Form/Interview