

Job Description

Special Support Assistant

Cidari Multi Academy Trust
Baines' Endowed Church of England Primary Academy
Salary: NJC Pay Scale Grade C Scale 5-6
Reporting to: Headteacher
Deployed by: Headteacher

Prepared by:	Louise Gregson	Approved by:	Matt McIver
Prepared on:	8th April 2025	Approved on:	25th April 2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	All Cidari Academies
Reviewed on:	24th April 2025	Applicable Terms	The Green Book

The appointment is subject to the conditions of service for support staff employed by Cidari Multi Academy Trust, which are based on the National Joint Council (NJC) for Local Government Services (Green Book), along with any locally agreed variations, and all relevant employment legislation. In carrying out their duties, all staff are expected to consult, where appropriate, with the Trust, the Local Authority, the Diocesan Authority, the Local Governing Committee, colleagues, pupils, and parents.

A. The Core Purpose of the Special Support Assistant

To support a child(ren) with SEND either within range of school situations (individuals/group/whole class)

B. Key Responsibilities

1. Support to Pupils

- To work 1:1/1:2 with a child(ren) with SEND for the duration of the school day in a variety of situations.
- To carry out negotiated classroom duties which involve the support of individual children or small groups of children, assisting with learning related activities.
- To deliver additional learning plans for individual pupils such as therapy programmes or sensory integration programmes.
- To ensure the core areas of learning are reflected in the pupil's daily teaching and learning experiences.
- To use a variety of delivery strategies and methods that will stimulate and support learning appropriate to the individual's needs.





2. Support for Teachers

- To liaise with the class teacher to plan a programme of learning and to provide regular feedback on progress and learning needs.
- To assist with the planning, coordination and assessment of a child's Individual Education Plan taking into account the recommendations and guidelines set out in the child's Educational Health and Care Plan.
- To assist in the teaching of pupils according to their educational needs, including the planning, implementation and assessment of pupils' work and progress.

3. Support for the Academy

- To supervise children on trips, visits and other out of school activities as directed.
- To supervise children in the dining hall, playground (including daily lunch duty), and activities.
- To perform duties and attend meetings working alongside other agencies/professionals and implementing advice given.
- To support and implement the school and Trust Equal Opportunities policy.
- To implement the school's vision, aims and policies.
- To be fully aware of and understand the duties and responsibilities arising from the relevant statutory documentation in relation to child protection and safeguarding children and young people as this applies to the SSA role within the organisation.
- To also be fully aware of the principles of safeguarding.
- To ensure that the Special Support Assistant's line manager is made aware and kept fully informed of any concerns which may arise in relation to safeguarding and/or child protection.
- To organise, prepare and update subject materials and resources in classes and shared areas of the school.
- To maintain discipline in accordance with the schools' policy where appropriate.
- To meet the personal care needs of children, including intimate care needs in line with the Academy's Intimate Care Policy.



The successful applicant will be required to safeguard and promote the welfare of children and young people and must demonstrate a clear commitment to this at all times. The Special Support Assistant is expected to work in line with academy and Trust safeguarding policies and procedures and support a culture of vigilance, ensuring that all pupils feel safe, respected and valued.

This job description forms part of the contract of employment for the appointed individual. It reflects the role as it stands at the present time and may be reviewed in consultation with the postholder in the future. The appointment is subject to the current conditions of employment relevant to the post, along with any other applicable legislation and guidance.