



Job Description for Additional Needs Support Assistant Level 2

Responsible to: Class teacher, the Headteacher and Governing Body

OVERALL RESPONSIBILITY

- To work with teachers as part of a professional team to support teaching and learning for pupils across the school who all have severe learning difficulties, profound and multiple learning difficulties or autism.
- To provide specialist assistance to pupils who need particular help to overcome barriers to learning including sensory, behavioural, communication, medical or physical difficulties.
- To support other staff under the direction, guidance and supervision of the class teacher or learning support officer.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

SECTION 1 - DUTIES

General

1. Implement planned individual or group learning activities / teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
2. Work with pupils on therapy or care programmes, designed by a therapist / care professional.
3. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress, achievements, responses 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. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.



8. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
9. Understand and support independent learning and inclusion of all pupils if required.

Specific

1. Administer medication / physical therapy programme in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
2. Assist in the development of individual development plans for pupils.
3. Carry out physical intervention and / or restraint when necessary in accordance with the school's Positive Management Policy and Procedures and having completed appropriate training to support children whose behaviour can be challenging.
4. Support the work of volunteers and other teaching assistants in the classroom.
5. Support the use of ICT in the curriculum.
6. Assist in escorting and supervising pupils on educational visits and out of school activities.
7. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
8. Support children's learning through play.
9. Support the total communication environment across the school through the use of Makaton signing, PECS and assisted technologies.
10. Assist with break-time and lunchtime supervision including facilitating games and activities.
11. Support pupils in developing and implementing their own personal and social development.
12. Monitor and manage stock and supplies for the classroom.

Health and Safety

1. Undergo Basic First Aid training and update courses.



2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development - Personal

1. In conjunction with the Headteacher, take responsibility for personal professional development to keep up to date with developments in teaching pedagogy and changes in the School Curriculum.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Appraisal process.
4. Effectively manage own time when dealing with a wide range of day-to-day and long term demands of the post.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning support across the School and the pastoral care of the children in their charge.