



HILTINGBURY SPEECH & LANGUAGE CENTRE

HILTINGBURY INFANT AND JUNIOR SCHOOLS

Hiltingbury Road, Chandlers Ford, Eastleigh, Hampshire SO53 5NP

JOB DESCRIPTION:	Special Needs Assistant
Post Title:	Special Needs Assistant
Responsible to:	The HSLC Manager / The Headteachers of the Infant and Junior Schools

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The Duties of a Special Needs Assistant

1. Fostering the participation of pupils in the social and academic practices of the school

This may entail:

- supervising and assisting small group or individual pupils in activities set by Class / Pines teachers (which could include off-site activities)
- clarifying and explaining instructions
- motivating and encouraging child as required
- assisting in weak areas e.g. language, behaviour, reading, spelling, handwriting
- helping pupils to concentrate on and finish work
- liaising with class teacher devising complementary learning activities
- developing pupils' play and social skills
- implementing behaviour management policies
- spotting early signs related to child protection, bullying and/or disruptive behaviour
- developing methods of promoting/reinforcing children's self-esteem
- helping the inclusion of all children.

2. Enabling pupils to become more independent learners

This may entail:

- assisting pupils in educational tasks
- freeing up the teacher to work with individual children (by working with a group of pupils against plans produced by the teacher)
- working with outside agencies (eg speech therapists, education psychologists) and, under guidance from the teacher, liaising with parents
- ensuring child is able to use equipment and materials provided
- assisting pupils with physical needs (including medical and welfare requirements).

3. Helping to raise standards of achievement for Pines pupils

This may entail:

- developing an understanding of the specific needs of the children concerned
- supporting and working with the teacher in testing and assessment activities
- helping to develop and implement lesson plans and teaching materials
- reviewing progress of pupils against specific learning programmes (eg IEP for pupil with special needs)
- providing support for the delivery of the curriculum (eg Literacy and Numeracy strategies by taking responsibility for teaching groups, under the direction and guidance of the teacher, on reading, writing and mathematical techniques)
- providing feedback to teachers (eg on pupil performance, learning obstacles, effectiveness of classroom processes and organisation)
- preparing classroom materials (eg preparing worksheets, books, setting up equipment)
- monitoring and recording progress of pupils (including, in conjunction with the teacher, undertaking baseline assessments).

4. Other duties

- Ensuring that all school and county child protection policies are adhered to and concerns are raised in accordance with these policies
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Undertake professional duties that may be reasonably assigned by the head teacher e.g. playground supervision
- Be proactive in matters relating to health and safety

Perform other duties and responsibilities that the Headteacher may from time to time request.