

# Job Description & Person Spec.

## Special Support Assistant in SSC

### JOB DESCRIPTION

<b>JOB TITLE</b>	Special Support Assistant in SSC (Autism)
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION</b>	Desmond Anderson Primary Academy, Crawley
<b>SALARY</b>	Grade 4
<b>RESPONSIBLE TO</b>	Principal
<b>MAIN PURPOSE OF THE JOB</b>	<ul style="list-style-type: none"> <li>• To support children in accessing the curriculum.</li> <li>• To be flexible, approachable and always willing to 'have a go'.</li> <li>• To be able to use their initiative, whilst also being a good team member.</li> <li>• To support the school vision and policies.</li> <li>• To work with individual children's behaviour plans.</li> </ul>
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
<b>1</b>	Work in a range of situations such as; 1:1 work sessions, working to support LSP targets, ensuring continuity re behavioural guidelines, reassuring children when minor problems occur during the day, keep social notes as required, alerting the teacher to any successes or problems children may have experienced.
<b>2</b>	To work in small focused groups with children, delivering activities planned by the teacher.
<b>3</b>	At times of crisis to intervene appropriately to ensure the safety of the pupil who is acting out and those around them.
<b>4</b>	To help deliver behaviour modification programmes as required.
<b>5</b>	To support children in times of crisis e.g. calming them, giving them time out.
<b>6</b>	To supervise playtimes and to cover lunch duties.
<b>7</b>	To Provide support for children during mainstream integrations.
<b>8</b>	To help children develop appropriate social skills through modelling, role play, and at group times e.g. snack time.
<b>9</b>	To ensure visual timetables are put up each morning and afternoon.
<b>10</b>	To annotate children's work when completed with date, level of support needed e.g. help with spellings or encouragement to maintain focus. Using coloured pen system, in line with school marking policy.
<b>11</b>	To support the teacher by helping to gather or put away resources used in class. Also to help mount work for displays, and change over table top activities.
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate. There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	

**Additional Information:**

- This post is subject to an Enhanced Disclosure and Barring Service Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

**The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

**Date: March 2018**

**PERSON SPECIFICATION****Knowledge**

- 1.1 A basic knowledge of the work of a school/academy
- 1.2 Knowledge of, or willingness to learn, basic computer skills.
- 1.3 Knowledge of academy policies including Child Protection, Health & Safety and Equal Opportunities.

**Experience**

- 2.1 Experience of SSA work; would be beneficial but not essential.
- 2.2 Experience of working with children on the autistic spectrum; would be beneficial but not essential

**Skills & Abilities**

- 3.1 Ability to show sensitivity and objectivity in dealing with confidential issues

**Personal Qualities**

- 4.1 Ability to demonstrate commitment to Equal Opportunities
- 4.2 Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge

**Desirable Criteria**

- 5.1 Previous experience of working with children who have additional needs.
- 5.2 Previous experience of working in a school/academy