



## Job Description Special School Support Assistant

**Job title:** Support Assistant **Ealing GLPC Grade:** Scale 4  
**School:** Special Schools  
**Line manager:** Headteacher, Senior Leadership Team and Teachers  
**Supervisory responsibility:**  
**Hours:** 32.5 per week

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### Main purposes of the job

- Assist pupils with their day to day personal care needs and to work alongside other professional staff to further pupils' personal independence skills and well being
  - Work as part of a team to ensure the health and safety of pupils at all times, under the direction teachers/teaching assistants as identified by the school
  - Responsible for supporting a positive learning environment for pupils at all times.
  - Responsible for promoting and safeguarding the welfare of children and young people within the school who will have varying complex special needs
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### Main duties and responsibilities

1. Work as part of a team in the development of personal care programmes for pupils.
2. Assist pupils in implementing their personal care programmes during the school day, including:
  - personal hygiene
  - toileting and continence training
  - eating and drinking
3. Provide practical assistance in relation to other identified physical needs e.g. transportation and transferring, manual handling, dressing, meal times, organisation of the pupils learning equipment/resources.
4. Maintain and clean personal care equipment and materials, clothing etc and maintain toiletry supplies.
5. Provide personal assistance to identified pupils in physical/practical activities e.g. physical education, cookery, school visits, therapeutic treatments (including hydrotherapy) organised by the school etc.
6. Maintain and keep relevant records e.g. those related to personal care, physical programmes etc in conjunction with the appropriate teachers/teaching assistants (TAs).
7. Work in co-operation with other key-workers involved in supporting the pupils' educational and health care needs under the guidance of the teacher, SENCO, TAs (as appropriate).
8. Contribute to the maintenance and management of learning resources and that all equipment is stored safely.
9. Participate in physical activities with a pupil/s if appropriate.
10. Identify and promote the inclusion of all pupils, ensuring equal access to learning opportunities both in and out of the classroom.
11. Support the school's positive approach to managing behaviour, to ensure that pupils behave appropriately and in line with the school's behaviour policy at all times.
12. Actively engage with the pupils to ensure that they are involved in purposeful and co-operative behaviour.



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13. Ensure that pupils gain self-confidence, interact fully and form relationships with others.
14. Supervise the children at all times both on the school premises and off site as appropriate, taking into account individual special education needs.
15. Recognise that some pupils have communication difficulties and to use alternative communication techniques if required.
16. Act sensitively to pupils' differing needs at all times.
17. Take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
18. In the event of any injuries deal immediately with the situation referring to the appropriate person following the school's policy and procedure.
19. Communicate appropriately with key staff members regarding information that may relate to a child's well being, care needs etc and be prepared to act on feedback as appropriate.
20. Ensure that you are a strong, positive role model for pupils and other staff and that you maintain good working relationships and communication with colleagues.
21. Accompany staff and pupils on visits, trips and out of school activities within contracted hours as required.
22. Work within the framework of the school's agreed policies and procedures.
23. Adhere to the schools guidance on healthy and safety, manual handling, outdoor play and personal care needs.
24. Actively participate in staff meetings and any appropriate training when required.
25. Undertake broadly similar duties commensurate with the level of the post.

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### Signatures – line manager and job holder

**Signature of Manager:**

**Date:**

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**Signature of post holder:**

**Date:**

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