



The Link School - Primary  
138 Croydon Road  
Beddington  
CR0 4PG

The Link School - Secondary  
82-86 Croydon Road  
Beddington  
CR0 4PD

The Link School – Satellite Primary  
Mollison Drive  
Wallington  
SM6 9JN

The Link School – Satellite Secondary  
3 Carew Manor Cottages  
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Principal: Joe Shepherd

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## THE LINK SCHOOL

### SPECIAL SUPPORT ASSISTANT

#### JOB DESCRIPTION

**POST TITLE:** Special Support Assistant

**LOCATION:** The Link School – All sites

**REPORTS TO:** Assistant Principal

#### Main Responsibilities

- To work under the guidance of the head of site in the planning and implementation of learning programmes for individuals or small groups of learners.
- To provide general support to the satellite teachers in the management and organisation of learners with special needs within the site.
- To assist the teachers in creating and maintaining a purposeful, orderly and supportive learning environment.
- To assist the specialist team in supporting children and young people within the local community and for some periods of time within home and school settings for young people accessing the outreach service.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

#### Support for learners

- To support working relationship with the learners, acting as a role model and setting high expectations.
- To meet the personal, social and emotional needs of learners.
- To encourage learners to develop independence.
- To use nurture group and child centred learning principles to foster a culture of learning.
- To show an interest in learner interests becoming an expert in them yourself in order to grow learner motivation.

- To contribute to setting and review of individual education plan (IEP) targets or provision mapping interventions.
- Supervise learners before school, and break times and lunchtimes as required.
- For Primary aged learners to actively develop and nurture the play skills of young children, pro-actively identifying and planning the next steps for development.

### **Support for the teacher**

- To work closely with the teachers to assist in the planning, assessment, development and delivery of all activities and areas of the curriculum.
- To work under supervision of the teachers to support the learning, social, emotional and physical development of the learners.
- As required, to prepare the classroom/outside areas for lessons, ensuring that specialist resources and equipment are available as necessary and cleared away at the end of the lessons as appropriate.

### **Support for the school**

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To liaise with parents/carers, other staff and external agencies involved in supporting the learners.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for learners' emotional and social needs by encouraging and modelling positive behaviour in line with school policies.
- To accompany learners on offsite visits, home learning and where appropriate residential trips.
- To assist with the general pastoral care of learners, including helping children who are unwell, distressed or unsettled.
- To adhere to school health and safety policy including risk assessment and safety systems.

### **Support for the curriculum**

- To assist in the development of speech and language skills and occupational therapy skills where appropriate and support the use of these learning activities as directed by the class teacher and therapists.
- To help adapt and plan the development of resources necessary to assist in learning activities, taking into account learners' needs, interests and language levels.
- To undertake broadly similar duties commensurate with the level of the post as required by the Principal.

<b>Education and Knowledge</b>	
General level of education: GCSE	E
Understanding/Knowledge of Children with Special Education Needs	E
<b>Experience</b>	
Experience of working with children with Special Education Needs	D
<b>Skills and Abilities</b>	
To work with and gain the respect of children and young people with ASD /PDA	E
Ability to work alongside the teacher in a supportive role	E
Ability to prepare the classroom or activities for teachers	E
Observe pupil learning behaviour and report observations to the teacher	E
Be confident to plan individual and small group tasks under the direction of the teachers	E
Ability to adapt activities to learners changing motivation and interest levels	E
Good interpersonal skills	E
To be open and friendly whilst maintaining a professional approach	E
To be sensitive to the needs of children and young people	E
To work with individual learners and small groups of learners	E
Willingness to train as a first aider	D
Willingness to accompany learners and staff on residential trips	D
Willingness to accompany learners on community trips	E
Willingness to support individual learners on outreach programmes either in schools or in the home setting	E
Ability to create appropriate classroom resources	E
Good IT skills, with the ability to support learning through the use of ICT	D
Understanding of safeguarding practice within a school environment	E
Good organisational skills	E

Ability to use a marking policy and assess the work of individuals and groups under the direction of the class teacher.	E
To help with school events	D
Able to use personal vehicles to visit children on the outreach programme or help children access the community	D

Carry out routine administrative tasks for the class teacher	E
<b>Personal Qualities</b>	
A confident and calm manner	E
A good sense of humour	D
A strong ability to be self - reflective	E
Able to manage differences of opinion or conflict well	E
Emotional resilience in working with behaviours that challenge	E
A commitment to Equal Opportunities.	E
A commitment to safeguarding and promoting the welfare of children.	E

<b>Optional Elements which may be added to individuals/all SSA roles</b>	
To be able to assist with the travelling arrangements of children	
Administration of medication to pupils (following training)	
In possession of a full driving licence	
Drive the school minibus (following training)	
An interest/enthusiasm for an additional skill e.g. gardening, music, drama, gaming, art	

**D = desirable attribute E = essential attribute**