



Hassocks Infant School

Special Support Assistant (Grade 6)

Job Description

1. General Details

Title of Post: Special Support Assistant (9am – 3pm), Monday to Friday, term time only

Salary Grade: Grade 6

2. General Duties

Teaching and Learning:

- Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, SENCo and Key Stage Leader;
- Assist in the creation, implementation and review of Individual Support Plans for students and help monitor their progress;
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities;
- Work with other professionals, such as speech therapists and occupational therapists, as necessary;
- Be familiar with, and make relevant adaptations to the class-teacher's planning in order to successfully support the pupils within their learning;
- Assist class teachers with maintaining pupil records by providing feedback of attainment and possible follow up activities;
- Support pupils with emotional or behavioural problems and help develop their social skills;
- Support pupils with toileting and personal care, where necessary;
- Support groups of pupils on educational visits and extra-curricular activities as directed by class teachers;
- Deliver specific programmes of work through small groups such as, sensory skills, personal, social and emotional development, gross/fine motor skills and speech and language.

Administrative Duties:

- Prepare and present displays of students' work;
- Support staff team in photocopying, maintaining a stimulating learning environment and other tasks in order to support teaching;
- Undertake duties from time to time as the head teacher requires.

Standards and Quality Assurance:

- Support the aims and ethos of the school as set out in the values, vision and mission statement;
- Set a good example in terms of dress, punctuality and attendance;
- Attend team and staff meetings (where appropriate/possible);
- Undertake professional duties that may be reasonably assigned by the head teacher;
- Be proactive in matters relating to health and safety;
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- To undertake training as appropriate to the role

3. Other Duties and Responsibilities:

- Playground duty and supervision of groups of pupils in the outdoor learning environment.
- Lead a small lunchtime club, offering support for pupils with individual needs, under the direction of the school's SENCo

4. Relationships:

Responsible to: Headteacher, SENCo, Key Stage Leader.

5. Explanatory notes:

- a) This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the Performance Management cycle and at any other time on request.
- b) This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.