

**THE LINK SCHOOL**  
**SPECIAL SUPPORT ASSISTANT**  
**PERSON SPECIFICATION**

**POST TITLE:** Special Support Assistant

**LOCATION:** The Link School

**REPORTS TO:** Head of Site

<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 with SEN	E
Ability to work alongside teachers in a supportive role	E
Ability to prepare the classroom for teachers	E
Ability to help learners who need extra support to complete tasks, Individually and in groups	E
Observe learner performance and report observations to the teacher	E
Be confident to plan group tasks under the direction of the teachers	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 groups of learners	E
Willingness to train as a first aider	D
Willingness to accompany young people on community and residential trips	D
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 teachers.	E
To help out with school events	E
Carry out routine administrative tasks for teachers	E
<b>Personal Qualities</b>	
A confident and calm manner	E
A good sense of humour	D
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 and young people	
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 skills e.g. gardening, music, drama	
To support children on outreach programmes under the instruction of the outreach teacher	

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