

## JOB DESCRIPTION: SPECIALIST SUPPORT WORKER with responsibility for Speech, Language and Communication needs and Occupational Therapy needs

<b>Post Title:</b>	Specialist Support Worker (SSW)
<b>Salary and grade:</b>	4 (pro rata)
<b>Line manager(s):</b>	Headteacher via Assistant Headteacher
<b>Working hours:</b>	37 hours 32.5 hours (8.30am – 3.30pm core school time) + 1 hour weekly staff meeting (Monday after school) + 3.5 hours on or off-site, as agreed, & training when required.
<b>Working weeks:</b>	39 (term time + 5 INSET days)

### Purpose of job:

You are required to fulfil the job descriptions for a Range 2 Learning Support Assistant and additional responsibilities as specified below at Westfield School.

To work under the direction/support of the relevant Assistant Headteacher and external professionals and independently of that direction/support, to undertake work, care and support programmes and to teach designated curricula elements, to enable access to learning for pupils and to assist the teacher in the management of pupils and the learning environment. To be a role model of appropriate behaviour. Work may be carried out in the classroom or outside the main teaching area.

To undertake any duties of an appropriate nature as may be reasonably required by the manager.

### Duties and responsibilities

#### LEARNING AND TEACHING RESPONSIBILITIES

Under direction, with support, from the nominated Assistant Headteacher and relevant external professionals, SSW will:

- Follow planned timetable across pupils and activities, working 1:1, in pairs or small groups with pupils the majority of the time.
- Support and inform planning for progression in learning in all curriculum areas for pupils to form half and termly plans and targets.
- Assess learning at half termly intervals using whole school assessment systems and/or EHCp based short term targets.
- Inform receiving teachers of progress and attainment of pupils and support classroom staff in implementing embedded learning opportunities and effective classroom strategies.
- Develop, implement, evaluate and refine strategies to support pupils' progress in learning.

SSW will independently:

- Plan and prepare learning within a specified area(s), taking into account the need to plan for progression for each child and effectively use previous relevant assessments.
- Organise and prepare resources for each lesson they teach.

- Make daily formative assessments of learning and identify next steps for each child.
- Implement specialist individual programmes and strategies informed by external professionals (e.g. SALT, OT)
- Research to enable development of subject knowledge, resources and differentiation as appropriate, and share this with the staff team.

## BEHAVIOUR MANAGEMENT AND WELFARE RESPONSIBILITIES

Under direction, with support, from the relevant Assistant Headteacher, SSW will:

- Follow, contribute to and evaluate Risk Assessments for each individual child continuously.
- Develop, implement, evaluate and refine strategies to support pupils' progress in behaviour.
- Develop evidence based practice within the whole school.
- Ensuring all parties (parents, whole school staff and external professionals) are kept informed of relevant information about each child.

SSW will independently:

- Organise staff resources to ensure playtimes, downtimes, emergencies and absence cover are staffed.
- Maintain healthy work environment (e.g. managing bodily fluids, shared areas).
- Manage risk in each moment for each child regarding their Risk Assessment, shared knowledge, relevant training and whole school policy.
- Respond to each risky situation appropriately by choosing whether to debrief immediately or at a later point with other relevant staff.
- Listen to children and other staff objectively and without judgement.
- Offer constructive criticism and development support to each other.
- Implement and review strategies.
- Form and develop relationships with parents and external professionals.
- Maintain an awareness of the environment and people in it to offer help and support immediately when needed.
- Develop pro-active behaviour management strategies relevant to each child.

## SPECIFIC RESPONSIBILITIES RE SALT AND OT

Specialist supports also adopt areas of responsibility according to individual interests and skills. With regard to the responsibilities of supporting Westfield's provision in the above areas, the SSW will work alongside the relevant professionals and school staff to:

- Support the assessment of individual pupils and groups of pupils to identify and prioritise areas of development to target.
- Plan and deliver programmes of learning to address those needs in discrete sessions with pupils and also support class staff to do the same as embedded learning across the curriculum and school day.
- Continually assess and review pupil progress in the areas targeted by programmes, ensuring the efficient use of resources (including time).
- Use assessments effectively to continue to provide challenging learning activities and ensure pupil progress.
- Use their knowledge and understanding of the pupil and their progress to report to parents and contribute to annual and termly reviews of the EHCp outcomes and short term targets.
- Deliver and support the training of staff when relevant.
- Deliver training and support to parents when relevant.