

Role Profile

Role Title	
Additional Support Needs Assistant 1a	
Grade	JE Code
Grade 3	SCHG30a

Purpose of the role
<p>To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.</p> <p>This role may be suitable for Additional Needs Support Assistants working with SEN pupils with moderate needs in a classroom environment, requiring precision in the use of standard mobility aids/equipment.</p>
Responsibilities
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate 2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour 3. Support the teacher in monitoring, assessing and recording pupil progress/activities 4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher 5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher 6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate 7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate 8. Understand and support independent learning and inclusion of all pupils as required 9. Work with pupils on therapy or care programmes, designed and supervised by a therapist/care 10. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue) <p>Additional Support Needs Assistants at this level may also undertake some or all of the following:</p> <ol style="list-style-type: none"> 1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training 2. Update pupil records

3. Assist with break-time supervision including facilitating games and activities
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
6. Undertake moving and handling activities as required

Indicative knowledge, skills and experience

- Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Additional notes

None

Job Information

K	MS	IC	PS	II	PD	MD	ED	RP	RS	RF	RPR	WC	Total Points
3	2	3	2	2	2	2	3	2	1	1	2	2	345

Factor		Relevant Job Information
1	Knowledge	Requires knowledge and procedures for supporting and leading learning activities. Requires knowledge and skills equivalent to NVQ level 2 in Supporting Teaching and Learning or have equivalent experience
2	Mental Skills	Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week
3	Interpersonal and Communication Skills	Communicates with pupils with additional needs, to support learning and development and encourage acceptable behaviour. Exchanges information with staff, parents/carers
4	Physical Skills	Assembly and clearing away of equipment; keyboard skills; mobility aids
5	Initiative and Independence	Works under the direction of the teacher Makes decisions about own work supporting pupils; more complex decisions referred to senior staff
6	Physical Demands	Requires short periods of greater physical effort, such as manoeuvring pupils where necessary or assisting in physical activities
7	Mental Demands	Working with individuals or small groups of pupils where work is regularly interrupted although this does not normally require switching from one activity to another
8	Emotional Demands	Regularly exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management
9	Responsibility for People Wellbeing	Responsible for the supervision of practical activities of individuals or small groups of pupils with special

		needs, under the direction of a teacher or other professional Provides assistance to pupils on social, welfare and health matters (toileting / dressing) and provides support to the teacher on behaviour management of pupils
10	Responsibility for Supervision	May demonstrate own duties to new or less experienced staff
11	Responsibility for Financial Resources	May handle small amounts of cash
12	Responsibility for Physical and Information Resources	Responsible for the careful and safe use of equipment, such as play and standard ICT equipment. Responsible for maintaining confidential pupil records
13	Working Conditions	Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions