



## **THE LINK SCHOOL SPECIAL SUPPORT ASSISTANT JOB DESCRIPTION**

**POST TITLE:** Special Support Assistant

**LOCATION:** The Link School

**REPORTS TO:** School Principal

### **Main Responsibilities**

- To work under the guidance of class or subject teachers in the planning and implementation of work programmes with individuals or groups of learners with special needs.
- To provide general support to the class or subject teachers in the management and organisation of learners with special needs in the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

### **Support for learners**

- To support working relationships 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 support learners with special educational needs through the delivery of specific learning programmes.
- To contribute to setting and review of Link Curriculum Priority targets and small group interventions.
- To provide support and ensure access to the school's curriculum and relevant teaching strategies.
- Supervise learners before school, and break times and lunchtimes as required.
- Follow detailed care plans - Administer gastrostomy feeds, provide emergency medical attention for pupils with epilepsy, ensuring any such pupils are safe during a seizure, administering medication where appropriate. Full training will be provided.



### **Support for the teacher**

- To work closely with teachers to assist in the planning, assessment, development and delivery of allocated curriculum areas.
- To work under supervision of 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, activities 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.