Barton Seagrave Primary School

Job Description	
Post title:	**Special Needs Assistant**

Overall purpose of the post

To work under the instruction/guidance of teaching staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Principal responsibilities

1. **Support for pupils**
    - Supervise and provide particular support for pupils with special needs, ensuring their safety and access to learning activities.
    - Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes including Social, Health, Physical, Hygiene, First Aid and Welfare matters.
    - Establish constructive relationships with pupils and interact with them according to individual needs.
    - Promote the inclusion and acceptance of all pupils.
    - Encourage pupils to interact with others and engage in activities led by the teacher.
    - Set challenging and demanding expectations and promote self-esteem and independence.
    - Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

2. **Support for teachers**
    - Create and maintain a purposeful, orderly and supportive working area in accordance with lesson plans and assist with the display of pupil's work.
    - Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
    - Assist with the planning of learning activities.
    - Monitor pupils' responses to learning activities and accurately record achievements/progress as directed.
    - Provide detailed and regular feedback to teachers on pupil achievement, progress, problems etc.
    - Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
    - Establish constructive relationships with parents/carers.
    - Administer routine tests and undertake routine marking of pupils' work.
    - Provide admin support e.g. photocopying, typing, filing, administer coursework etc.

3. **Support for the curriculum**
    - Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
    - Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1, KS2 & early years curriculum, recording achievement and progress and feeding back to the teacher.
    - Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
    - Prepare, maintain and use equipment /resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

4. Support for the School

- Be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Signature of Special Needs Assistant: _____

Date: _____