

Job Description

DIRECTORATE:	Education, Early Years and Young People
DEPARTMENT:	Pencoed Primary School
POST:	Special Support Officer
GRADE OF POST:	Grade 7
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

Under the instruction (not necessarily direct management) of teaching / relevant staff provide support in addressing the needs of pupils who require particular help to overcome barriers to learning.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Supervise and provide particular support to pupils in specialist learning resource centre classes using appropriate strategies and resources.
- Implement agreed learning activities/teaching programmes adjusting activities according to pupil's needs.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- With training attend to the personal needs of pupils and implement related personal programmes, including social, health, physical, hygiene, emergency aid, medical support and welfare needs and administer medication where required.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Make recommendations to teacher or other staff on approaches to improving inclusion of pupils.
- Contribute to the planning and evaluation of learning programmes for individuals or groups within the remit of the role.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

GENERAL DUTIES

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

REVIEW DATE/RIGHT TO VARY

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

PERSON SPECIFICATION
Special Support Officer

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> NVQ 3 for Teaching Assistants or equivalent qualifications or demonstrable experience. Registration with the Education Workforce Council. First Aid training or willingness to undertake relevant training. 	<p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
Knowledge & Experience	<ul style="list-style-type: none"> Experience of working with or caring for children of relevant age in a special needs environment. Experience of working with children across the primary age range Experience of working alongside other adults as part of a staff team 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form and reference.</p>
Skills & Personal Qualities	<ul style="list-style-type: none"> Ability to develop clear and realistic learning plans and monitor progress against the plans. Effective use of ICT to support learning. Manages time effectively and can prioritise work when required. The ability to communicate through the medium of welsh. 		<p>Interview, application form and reference.</p>