

Job Description

DIRECTORATE:	Education, Early Years and Young People
DEPARTMENT:	The Bridge Alternative Provision
POST:	Special Support Officer
GRADE OF POST:	GR07
RESPONSIBLE TO:	Teacher in Charge

JOB PURPOSE:

The post holder will be required to work in the Primary Department of our revolving door provision and be required to provide support for pupils with BESD needs, promoting and aiding their reintegration back to mainstream.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Supervise and provide particular support to pupils in The Bridge 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.
- 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 re-inforce self-esteem.
- Make recommendations to staff on approaches to improving the inclusion of pupils.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Participate in any training and development activities in order to maintain one's own professional development to enhance competence within the job role.
- Assist with keeping and updating records, including the administration of baseline assessments.



GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and 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 record 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"> QCF (NVQ) Level 3 for Teaching Assistants or equivalent, or demonstrable experience. 	Yes	Production of original Qualification Certificates and application form.
	<ul style="list-style-type: none"> EWC Registration. 	Yes	
	<ul style="list-style-type: none"> Team Teach training or willingness to undertake relevant training. 	Yes	
Knowledge & Experience	<ul style="list-style-type: none"> Experience of working with or caring for children and young people with BESD. 	Yes	Interview, application form, references and selection process.
	<ul style="list-style-type: none"> Understanding the principles of behaviour management. 	Yes	
Skills and Personal Attributes	<ul style="list-style-type: none"> Ability to implement and develop a differentiated learning plan. 	Yes	Application form, interview and selection process.
	<ul style="list-style-type: none"> Effective use of ICT to support learning. 		
	<ul style="list-style-type: none"> Manage time effectively and prioritise work when required. 		
	<ul style="list-style-type: none"> Full driving licence and have access to a motor vehicle for work. 		
	<ul style="list-style-type: none"> Competence in the fundamental skills of numeracy and literacy. 	Yes	

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none">• Ability to work constructively as part of a team.• The ability to conduct a basic conversation through the medium of Welsh is a requirement for this post.		