

Job Description

DIRECTORATE:	Education, Early Years and Young People
DEPARTMENT:	Tremains Primary School
POST:	Special Support Officer for Observation and Assessment Learning Resource Centre
GRADE OF POST:	Grade 7
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

Be responsible for supervising and providing support to pupils with Additional Learning needs, ensuring their safety and access to learning activities in the Learning Resource Centre.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

Under the instruction of the class teacher:

- Deliver high-quality, engaging learning activities/teaching programmes that inspire and challenge pupils
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Prepare and adapt specialist equipment/resources required to facilitate access to the curriculum, meet the lesson plans/relevant learning activity and assist pupils in their use.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work.
- Contribute to the planning and evaluation of learning programmes for individuals or groups within the remit of the role.
- Assist with the supervision of pupils outside of lesson times, including lunchtime and playtime.
- Provide specific care to pupils with significant care requirements.

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 Bureau

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

Person Specification
Special Support Officer for Observation and Assessment
Learning Resource Centre

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 level 3 or equivalent qualifications or demonstrable experience. Registration with Education Workforce Council. 	<p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Previous experience of working with or caring for children of relevant age in a special needs environment. Experience of working with pupils within a special school environment. Understand the key features that affect children and young people's learning and progress. Experience of using skills to develop pupils' standards within a range of learning activities. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> Able to work independently and as part of a team. Excellent communication skills, both with children and adults. Wide range of skills that will motivate pupils with challenging behaviour. Ability to develop the selection and preparation of resources suitable for children and young 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.



Attributes	Requirements	Essential	Method of Evaluation/Testing
	<p>people's interests and abilities</p> <ul style="list-style-type: none"> • Ability to work flexibly in order to maintain and analyse records of learners' progress. • Ability to help learners improve their literacy, numeracy and ICT skills • The ability to communicate through the medium of Welsh 	<p>Yes</p> <p>Yes</p>	