

Job Description

DIRECTORATE:	Education, Early Years and Young People
DEPARTMENT:	Ysgol Bryn Castell
POST:	Special Support Officer
GRADE OF POST:	GR07
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

Your role will be to supervise and support groups of pupils with additional learning needs (ALN) to undertake focused learning activities. With an ability to work using your own initiative, and within a team, you will make a valuable contribution by assisting in planning and preparation of appropriate resources, in order to deliver and assess learning experiences.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Supervising and providing support under the direction of the SMT and other relevant professionals, for pupils with special needs, ensuring their safety and access to learning activities.
- Preparing and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.
- Creating and maintaining a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work.
- Assisting with the planning and preparation of learning activities.
- Providing detailed and regular feedback to teachers on pupil development progress development, barriers to learning etc.
- Assisting with the supervision of pupils outside of lesson times, to include lunchtime and playtime.
- Participating in any training and development activities to maintain own professional training or competence within the job role.
- Undertaking any duties and responsibilities commensurate with the grade of the post.

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

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.

Attributes	Requirements	Essential	Method of Evaluation/Testing
Qualifications, Education & Training	• QCF (NVQ) Level 3 or equivalent qualifications or demonstrable experience. • Registration with Education Workforce Council.	Yes Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	• Experience of working with children with special educational needs, preferably with Behavioural, Emotional and Social difficulties, including Autism. • 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.	Yes Yes Yes Yes	Interview, application form and selection process.

Attributes	Requirements	Essential	Method of Evaluation/Testing
Skills & Personal Qualities	• Able to work independently and as part of a team. • Ability to communicate clearly and effectively with both 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 people's interests and abilities • 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	Yes Yes Yes Yes Yes Yes	Interview, application form and selection process.