

Job Description

DIRECTORATE:	Education, Early Years & Young People
DEPARTMENT:	Caerau Primary
POST:	Special Needs Support Officer
GRADE OF POST:	GR06
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

Under the instruction of teaching/ relevant staff undertake a range of support programmes to enable access to learning for students/ pupils and to assist the teacher in the management of pupils in the learning environment.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Supervise pupils during and between lessons providing specific care to those pupils with special / additional needs - ensuring pupil safety and access to learning activities.
- Undertake structured and agreed learning activities, adapting or modifying to enable pupil access to learning.
- Contribute to the planning and evaluation of learning programmes.
- Create and maintain a purposeful, orderly and supportive environment.
- Monitor pupils' responses to learning and provide feedback to teachers on achievement, progress, problems etc.
- Assist with the supervision of pupils out of lesson times to include lunchtime and playtime.
- Promote inclusion and acceptance of all pupils.



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 records check through the Disclosure & Barring Service (DBS).

Person Specification

Special Needs 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	- NVQ level 3 for Teaching Assistants or equivalent or demonstrable experience. - Registration with the Education Workforce Council. - First Aid training (or willingness to undertake).	Yes Yes Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	- Experience of working with or caring for children. - General understanding of national/foundation stage curriculum. - Basic understanding of child development and learning.	Yes	Interview, application form and selection process.
Skills & Personal Qualities	- Good literacy, numeracy and ICT skills. - Effective use of ICT to support learning. - Ability to develop learning plans and monitor progress, presenting information clearly and concisely. - Ability to relate well to children and adults. - Ability to work constructively as part of a team. - Courteous in dealing with staff, pupils, parents and carers.		Interview, application form and selection process.

Attributes	Requirements	Essential	Method of Evaluation / Testing
	• Manages time effectively. • The ability to greet customers through the medium of Welsh is a requirement for this post.		