

Job Description

DIRECTORATE:	Education, Early Years and Young People
DEPARTMENT:	The Bridge Alternative Provision
POST:	Special Support Assistant
GRADE OF POST:	GR04
RESPONSIBLE TO:	Head, The Bridge Alternative Provision

JOB PURPOSE:

Working across KS3 and KS4, the post-holder will be required to provide support for pupils with BESD needs.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Provide in class support to pupils in the Bridge using appropriate strategies and resources.
- Adapt materials and resources according to pupils' needs to facilitate access to the curriculum.
- 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.
- Participate in any training and development activities in order to maintain one's own professional development to enhance competence within the role.
- Assist with the supervision of pupils out of lesson times.
- Prepare the classroom as directed by the teaching staff.

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 Assistant

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 2 for Teacher Assistants or equivalent; or able to demonstrate competence through 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. 		
Knowledge & Experience	<ul style="list-style-type: none"> Experience of working with or caring for children and young people with BESD. Understanding the principles of behaviour management. 	Yes	Interview, application form, references and selection process.
Skills and Personal Attributes	<ul style="list-style-type: none"> Ability to follow a differentiated learning plan. 	Yes	Application form, interview and selection process.
	<ul style="list-style-type: none"> Effective use of ICT to support learning. Manage time effectively and prioritise work when required. 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 communicate through the medium of Welsh.		