

## **Job Description**

<b>DIRECTORATE:</b>	Education, Early Years and Young People
<b>DEPARTMENT:</b>	Ysgol Bryn Castell
<b>POST:</b>	Apprentice Special Support Officer (Level 3)
<b>GRADE OF POST:</b>	GR04
<b>RESPONSIBLE TO:</b>	Headteacher

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### **JOB PURPOSE:**

The Apprentice Special Support Officer will play an important role in supporting the educational and developmental needs of students with Additional Learning Needs (ALN) in a special school setting

This role will provide immersive experiences and training to enable you to develop the skills, abilities and experiences to be able to work towards independently supervising and supporting groups of pupils with ALN to undertake focused learning activities and support the development of an inclusive and nurturing learning environment.

With an ability to work using your own initiative, and within a team, you will undertake a Level 3 qualification Apprenticeship in Specialist Support for Teaching and Learning Schools and make a valuable contribution by assisting in planning and preparation of appropriate resources

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- 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.
- With support and direction, create and maintain 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, with support and direction from the class teacher and other relevant professionals.
- With support, provide detailed and regular feedback to teachers on pupil achievement, progress, problems, 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.
- Be aware of and comply with all school policies and procedures, including those relating to safeguarding, health & safety and confidentiality, reporting all concerns to an appropriate person.
- Undertaking any duties and responsibilities commensurate with the grade of the post.

### **GENERAL DUTIES**

To understand the Health and Safety responsibilities which fall within a Manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

### **REVIEW DATE/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

### Apprentice Special Support Officer (Level 3)

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
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• NVQ level 2 or equivalent qualifications or a minimum of 12 months demonstrable experience working with children and young people.</li> <li>• Recognised qualification in literacy and numeracy.</li> <li>• Registration with the Education Workforce Council.</li> </ul>	<p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children with special educational needs.</li> </ul>	Yes	Interview, application form and selection process
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good ICT skills</li> <li>• Able to work independently and as part of a team.</li> <li>• Ability to communicate clearly and effectively with both children and adults.</li> <li>• Demonstrates understanding of classroom roles and responsibilities.</li> <li>• Ability to follow instructions and keep to specified plans.</li> <li>• Good observational skills.</li> <li>• Excellent attendance and time keeping.</li> <li>• Ability to help learners improve their literacy, numeracy and ICT skills.</li> </ul>	<p>Yes</p> <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
	<ul style="list-style-type: none"> <li>The ability to communicate through the medium of Welsh.</li> </ul>		