

## **Job Description**

<b>DIRECTORATE:</b>	Education, Early Years and Young People
<b>DEPARTMENT:</b>	Llangewydd Junior School
<b>POST:</b>	Special Support Officer
<b>GRADE OF POST:</b>	GR07
<b>RESPONSIBLE TO:</b>	Headteacher

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### **JOB PURPOSE:**

Under the instruction (not necessarily direct management) of teaching / relevant staff provide support in addressing the needs of pupils who require particular help to overcome barriers to learning.

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

- Supervise and provide particular support to pupils in specialist provision using appropriate strategies and resources.
- Implement agreed learning activities/teaching programmes adjusting activities according to pupil's needs.
- Assist with the development and implementation of Individual Development/Behaviour Plans and Personal Care programmes.
- 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.
- Make recommendations to teacher or other staff on approaches to improving inclusion of pupils.
- Contribute to the planning and evaluation of learning programmes for individuals or groups within the remit of the role.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

### **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 CHECK**

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 (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• QCF (Level 3) for Teaching Assistants or equivalent qualifications or demonstrable experience.</li> <li>• Registration with the Education Workforce Council.</li> <li>• First Aid training or willingness to undertake relevant training.</li> </ul>	<p>Yes</p> <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 or caring for children of relevant age in a special needs environment.</li> <li>• Experience of supervising others an advantage.</li> <li>• Experience of supporting pupils well being needs</li> <li>• Experience of leading interventions</li> <li>• Experience of covering small classes with support from the team</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to develop clear and realistic learning plans and monitor progress against the plans.</li> <li>• Effective use of ICT to support learning.</li> <li>• Manages time effectively and can prioritise work when required.</li> <li>• The ability to use basic Welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.