

Job Description

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| DIRECTORATE: | Education & Family Support |
| DEPARTMENT: | Ysgol Bryn Castell |
| POST: | Special Support Officer |
| GRADE OF POST: | Grade 7 |
| 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 achievement, progress, problems, etc.
- Assisting with the supervision of pupils outside of lesson times, to include lunchtime and playtime.

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)

