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Job Description

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.



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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)

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr www.bridgend.gov.uk



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
Qualifications, Education & Training	 NVQ level 3 or equivalent qualifications or demonstrable experience. Registration with Education Workforce 	(Yes)	Production of original Qualification Certificates and application form.
Knowledge & Experience	 Experience of working with children with special educational needs, preferably with Behavioural, Emotional and Social difficulties Experience of working with pupils within a special school environment. Understand the key features that affect children and young people's learning and progress. Experience of using skills to develop pupils' standards within a range 	(Yes) (Yes) (Yes)	Interview, application form and references.
Skills & Personal Qualities	 of learning activities. Able to work independently and as part of a team. Ability to communicate clearly and effectively with both children and adults. Wide range of skills that will motivate pupils with challenging behaviour. Ability to develop the selection and preparation of resources suitable for children and young 	(Yes) (Yes) (Yes)	Interview, application form and references.





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Attributes	Requirements	Essential	Method of Evaluation/Testing
	people's interests and abilities • Ability to work flexibly in order to maintain and analyse records of learners' progress. • Ability to help learners improve their literacy, numeracy and ICT skills • The ability to communicate through the medium of Welsh	(Yes)	