

Kingsdown School



Job Description: Special Support Assistant

Salary: Level 5 Point 17 - 22

Hours: Monday - Friday 8.45am - 3.45 pm - 39 weeks per year plus paid holiday entitlement

Responsible to: Manager, Special Support Assistants

Reporting to: Class Teacher

Role of Kingsdown School:

Kingsdown School provides education for pupils aged 3 - 14 years who have severe learning difficulties, profound and multiple learning difficulties and /or physical disabilities and associated learning difficulties. The central aim of the school is to enable every child to reach their maximum potential.

Main Purpose of the Job:

To work as part of a harmonious team to enable every pupil to achieve their maximum learning potential in all areas.

Principle Duties and Responsibilities:

- Assist with the pupils' individual educational programmes, under the direction of the class teacher.
- After training, to assist pupils with their individual care programmes which may include:- eating, drinking, tube feeding, toileting, changing dirty pads, dressing and undressing, suctioning, administering medication e.g., Buccal Midazolam and Rectal Diazepam.
- At all times respect the dignity of every pupil.
- Assist with recording and reporting as directed by the teacher.
- Contribute to the writing of Annual Review Reports.
- Manage pupils who display inappropriate behaviour; contribute to the writing, monitoring and evaluation of behaviour plans.
- Contribute ideas to create appropriate, motivating activities in a stimulating environment.
- When requested lead the class group under the direction of a teacher.
- Always maintain a high level of hygiene and tidiness throughout the school.
- Assist in maintaining health and safety standards for pupils and staff.
- Be familiar with all school policies and procedures and ensure they are implemented.

- After induction consistently use Makaton.
- Assist and expect every pupil to communicate.
- Report any incident or accident concerning pupils, staff or self to your line manager and to fill in the appropriate paperwork.
- Be positively involved in the School Development Plan.
- Attend training as directed by the Staff Development Co-ordinator.
- Actively supervise pupils during lunch and break.
- Accompany, support and assist pupils during off-site visits.
- Actively participate in the school's appraisal process.
- Work alongside volunteers and students, and help to make them aware of the class routines and structure.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the HeadTeacher.

This job description does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties set out.

This school is committed to safeguarding and promoting the well being of our children and young people and expects all staff and volunteers to share this commitment.

Each individual has a statutory responsibility to safeguard children and young people and adhere to the School's Safeguarding Policy.

This post will require an enhanced disclosure from the Disclosure and Barring Service.

Kingsdown School

Person Specification: Special Support Assistant

Qualifications: It would be an advantage to have a qualification in working with children e.g. NVQ in Health & Social Care, NNRB, Child Care Certificate and a minimum GCSE Grade C (or equivalent) in English

Experience: To have worked with children with special needs. It would be an advantage to have worked in a school setting but this is not essential.

Skills and Attributes

- Able to operate as a positive member of a team.
- Have a positive attitude towards children who have special needs.
- Have the ability to communicate clearly [verbally and written] to pupils, staff, parents and other agencies.
- Be physically capable of carrying out all the duties i.e. pushing wheelchairs, moving and handling [after training has been given].
- Willing to undertake any training relevant to the position.
- Have initiative.
- Show enthusiasm.
- Show flexibility in order to cope in a variety of situations.
- A sense of humour would be desirable.

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