

The Coppice Primary School
Shawhurst Lane
Wythall
B47 5JN



JOB DESCRIPTION

JOB TITLE: KS2 Special Support Assistant (SSA) Grade 1

Salary: SCP 2 – 4 (depending on experience) + SSA Allowance

Hours: 30 hours (6 hours a day with a 30-minute break)

1. PURPOSE AND SCOPE

- To assist in meeting the educational, social, emotional and behavioural needs of the pupil.
- To establish a positive relationship with the pupil
- To develop a positive relationship with the pupil's parents/carers

2. ORGANISATIONAL RELATIONSHIPS

- Responsible to the SENCo, Year Leader and Class Teacher; working with a qualified teacher on a day-to-day basis.
- Liaise with teachers, other support staff, health and education specialists, parents, visitors and volunteers as required.

3. PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

Support for Pupils

- Positively promote the school's behaviour policy 'The Coppice Way' and encourage all children to follow the three 3 R's (Resilient, Ready and Respectful) to the best of their ability,
- Establish a productive working relationship with the pupil, acting as a role model and setting high expectations while encouraging them to interact and work cooperatively with others.
- Support the pupil consistently, whilst recognising and responding to their individual needs.
- Employ strategies to recognise and reward achievement of self-reliance, providing feedback on progress and achievement.
- Enabling the pupil to have access to the relevant equipment and materials provided.
- Clarifying and explaining instructions as required.
- Developing methods of promoting and reinforcing the pupil's self-esteem.
- Know the pupil's individual targets and support them in achieving them.
- Read the relevant documents linked to the pupil's specific needs and know their targets and areas for development.
- Liaising with the class teacher to devise complementary learning activities to meet the pupil's needs.

Supporting the Teacher:

- To assist the class teacher and SEN team in the planning and development of a suitable programme of support for the child.
- In conjunction with the class teacher and/or other professionals, to monitor and record the child's progress.
- Under the direction of the class teacher/ SEN team, contribute to the maintenance of the child's progress records and help to compile reports as required.
- To contribute to multidisciplinary discussions on the pupil's needs and progress as requested by the class teacher and SEN team.

4. OTHER DUTIES MAY INCLUDE:

- Supervising the child during breaks or lunchtimes.
- Contributing to discussions with parents/carers regarding the help and support needs of their child and assisting generally in the promotion of positive relationships with parents/carers.
- Liaising with parents/carers in a professional capacity, including contributing to a home-to-school diary if required.
- Responding to the needs of the individual pupil in relation to personal hygiene.
- Assisting in planning associated independence programmes.
- Supporting the pupil during school and off-site activities.
- Attending staff training and planning sessions as required.
- Undertake other such duties as may reasonably be expected within the grading of this post at the direction of the Headteacher or SEN team.

This job description may be amended at any time after discussion with the Headteacher.

Signed:..... Date:.....