The Coppice Primary School

SSA JOB DESCRIPTION

1. JOB DESCRIPTION Special Support Assistant

2. ROLE To assist in meeting the educational, social, emotional and behavioural needs of the pupil. To establish a positive relationship with the pupil and parents/carers.

3. GRADE: TA Grade 1

MAIN ACTIVITIES

Supporting the Pupil:

- Drawing on knowledge of various forms of special needs to develop an understanding of the specific needs of the child concerned.
- Taking into account the special needs involved, and aiding the child to learn as effectively as possible both in group situations and on their own. This will include:-
- assisting in weak areas including communication and social interaction;
- clarifying and explaining instructions;
- ensuring child is able to access equipment and materials provided;
- meeting physical needs as required whilst encouraging independence;
- liaising with class teacher devising complementary learning activities;
- establishing a supportive relationship with the child concerned;
- encouraging acceptance and integration of the child within the peer group;
- developing methods of promoting/reinforcing the child's self-esteem.

Supporting the Teacher:

- 1. To assist the class teacher (and Lead TA for Speech, Language and Communication Needs), in the planning and development of a suitable programme of support for the child.
- 2. In conjunction with the class teacher and/or other professionals to develop a system of recording the child's progress.
- 3. To contribute to the maintenance of the child's progress records and help to compile reports as required.
- 4. To contribute to multidisciplinary discussions on the pupil's needs and progress.

Other duties may include:

- Supervising the child during lunchtimes.
- To contribute to discussions with parents/carers regarding the help and support needs of their child and to assist 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 as required.
- Responding to the needs of the individual pupil in relation to personal hygiene.
- To assist in planning associated independence programmes.
- To contribute to discussions with parents/carers regarding the help and support needs of their child and to assist generally in the promotion of positive relationships with parents/carers.
- To support named pupil during school and off-site activities.
- To attend staff training and planning sessions as required.
- To undertake other such duties as may reasonably be expected within the grading of this post at the direction of the Headteacher or SENDCo.

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