Job Profile
Special Needs Assistant

Job Context: The Ridgeway School is co-educational catering for pupils with severe learning difficulties age 2-19 years. There is an allocation of 95 planned places. The Ridgeway School has 17 teaching staff and 47 support staff. The school receives a delegated budget from the Local Authority under the Local Financial Management of Special Schools. This job profile recognises the requirements of the current Pay and Conditions Regulations and reflects the vision aims and policies established by the Governors of the School.

Title: Special Needs Assistant

Job Purpose: To assist the teacher to maintain and develop the conditions that enable effective learning to take place and to carry out other associated duties as reasonably assigned by the class teacher.

Accountable to:
Management
Class teacher
Headteacher Mr Darryl Morgan

Review
Class teacher

Accountable for: Contributing to the delivery of quality education Management

Signed:

Key Accountabilities:

Management of Teaching and Learning:
- To assist the class teacher in providing the learning experience of the pupils in my classroom
- To assist the class teacher/Health team in implementing individual pupil programmes.
- To assist in the organisation required in the arrival and departure of pupils
- To work as a member of a team in the organisation and supervision of pupils at breaktime, lunch time and in the community
- Attend to pupils’ personal requirements and physical care on a daily basis.
- To work as a member of a class team under direction of the class teacher providing the learning experience of the pupils
- When directed, to provide specific support to individual pupils to allow access to the curriculum and to meet physical and medical needs.
- To ensure the safekeeping of the pupils at all times.
- To continuously promote the welfare of the pupils.

Management of People:
- To lead work collaboratively with a group of pupils and other adults and colleagues.
- To assist in the management of pupils behaviour taking into account the personal, social and emotional needs of pupils
- Work as a member of a team, planning co-operatively, sharing information, ideas and expertise
• To create, maintain and enhance effective working relationships among all members of the school staff, parents/carers and the community
• Establishes and maintains a positive regard towards pupils.
• Depending on contracted hours meet with the class teacher/class team weekly on a Wednesday to discuss pupils’ progress, daily/weekly planning
• Work in another area of the school as directed to support classes and ensure the most efficient use of staff.
• Take responsibility for individual pupils/groups on site/off-site as directed by the teacher

Management of Financial and Physical Resources:
• To develop and assist with the financial and physical resources in my class
• Assist in the setting up and clearing away of equipment and maintain a stimulating working environment appropriate for the range of activities taking place
• Assist pupils to take responsibility for resources and the environment as appropriate.
• Ensure that equipment is properly maintained and that any defects in equipment or premises are reported
• Ensure that resources are organised and readily available in the classroom to promote learning.
• Assist in the preparation of teaching aids, display boards and photocopied material.
• Assist in a curriculum area/area supporting S.I.P.

Evaluation and Quality:
• To monitor and evaluate pupils’ learning.
• Assist in monitoring evaluating and assessing pupils’ work
• Record pupils progress as directed
• Be aware of the contents of the home/school contact book.
• Attend staff meetings and in-service training as directed.

Administration:
• To ensure that administrative requirements are fulfilled
• To keep records and carry out procedures as directed