



Role Profile – SSA

Grade 4 Scale Point 4-6

Purpose of the role (Job Description)

To support a child(ren) with SEND either within a range of school situations (individual/group/whole class...)

Key Responsibilities

1. To work 1:1 / 1:2 with a child(ren) with SEND for the duration of the school day in a variety of situations.
2. To liaise with the class teacher to plan a programme of learning and to provide regular feedback on progress and learning needs.
3. To carry out negotiated classroom duties which involve the support of individual children or small groups of children, assisting with learning related activities.
4. To supervise children on trips, visits and other out of school activities as directed.
5. To supervise children in the dining hall, playground (including daily lunch duty), and activities.
6. To perform duties and attend meetings working alongside other agencies/professionals and implementing advice given.
7. To assist with the planning, coordination and assessment of a child's Individual Education Plan taking into account the recommendations and guidelines set out in the child's Educational Health and Care Plan.
8. To support and implement the school and Trust Equal Opportunities policy.
9. To implement the school's vision, aims and policies.
10. To be fully aware of and understand the duties and responsibilities arising from the relevant statutory documentation in relation to child protection and safeguarding children and young people as this applies to the SSA role within the organisation.
11. To also be fully aware of the principles of safeguarding.
12. To ensure that the SSA's line manager is made aware and kept fully informed of any concerns which may arise in relation to safeguarding and/or child protection.
13. To assist in the teaching of pupils according to their educational needs, including the planning, implementation and assessment of pupils' work and progress.
14. To assist in delivering additional learning plans for individual pupils such as therapy programmes or sensory integration programmes.
15. To ensure the core areas of learning are reflected in the pupil's daily teaching and learning experiences.
16. To organise, prepare and update subject materials and resources in classes and shared areas of the school.
17. To use a variety of delivery strategies and methods that will stimulate and support learning appropriate to the individual's needs.
18. To maintain discipline in accordance with the schools' policy where appropriate.
19. To meet the personal care needs of children, including intimate care needs in line with the Academy's Intimate Care Policy.

Please note:

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated. It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities at all times.

This job description can be reviewed at any time in discussion with the Headteacher.