

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Special Needs Assistant	
Directorate: Education	Post No:
Section: Classroom Learning Support	Date: December 2021
Responsible to: Class Teacher	

Job Purpose

To work under the direct instruction of teaching / senior staff usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Support for Pupils:

3. Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
4. Supervise and support pupils ensuring their safety and access to learning.
5. Establish good relationships with pupils acting as a role model and being aware of and responding appropriately to individual needs.
6. Promote the inclusion and acceptance of all pupils.
7. Encourage pupils to interact with others and engage in activities led by the teacher.
8. Encourage pupils to act independently as appropriate.

Support for Teachers:

9. Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
10. Be aware of pupil problems / progress / achievements and report to the teacher as agreed.
11. Undertake pupil record keeping as requested.
12. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
13. Gather / report information from / to parents / carers as directed.
14. Provide clerical / admin support e.g. photocopying, typing, filing, collecting money, etc.

Support for the Curriculum:

15. Support the pupils to understand instructions.
16. Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years as directed by the teacher.
17. Support pupils in using basic ICT as directed.
18. Prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use.

Support for the School:

19. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
20. Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop.
21. Contribute to the overall ethos / work / aims of the school.
22. Appreciate and support the role of other professionals.
23. Attend and participate in relevant meetings as required.
24. Participate in training and other learning activities and performance development as required.
25. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.

26. Accompany teaching staff and pupils on visits, trips and out of school activities as required.
27. Carry out any other reasonable tasks requested by the Head Teacher.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.