



## Job Description

Name:

Post: Outreach special school assistant for **SIP Outreach**

Reporting to: Outreach teachers, Head of Service/Assistant Head

Salary Scale: Grade 7

Date: May 2025

### Purpose of the Job

- Support the teaching and learning of pupils/students with severe and complex learning needs, physical needs and /or behavioural needs.
- Assist teachers in providing a learning environment that enables assigned pupils/students in mainstream schools to access the curriculum and learn to the best of their ability.
- Work with and support pupils/students with a variety of complex academic, physical and emotional/behavioural needs on a class, group or individual basis.
- Take a leading role in aspects of planning, preparation and delivery of key aspects of individual programmes.
- Promote the aims, values and policies of the Outreach Advisory Service for SEND.
- Promote the safeguarding of pupils with SEND across mainstream schools.

### Key Accountabilities

- As directed by the outreach teacher, to work with individual pupils/students with complex needs in mainstream schools, to support learning and/or behaviour against agreed individual targets.
- To establish supportive, caring and secure relationships with pupils/students, promoting respect, self-esteem and a positive, inclusive whole school ethos.
- To develop knowledge and understanding of the specific academic, physical and emotional/behavioural needs of individuals and groups of pupils on case load and respond to them effectively.
- To assist the outreach teacher with the planning, development and delivery of suitable programmes of work for pupils with specific learning and behavioural needs.
- To assist the outreach teacher in setting objectives and targets for pupils/students.
- To support the outreach teacher to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support pupils in using them.
- To help, support and motivate pupils, clarifying instructions, encouraging independent learning and enabling learning targets and outcomes to be achieved.
- To contribute to monitoring and recording pupils' progress, including maintaining records, contributing to reviews and providing relevant feedback to teachers.
- Prepare pupil records/files for pupils as required.
- Maintain and update electronic pupil/student records and personal timetables as required.
- Liaise with schools and make appointments.

- Complete visit records for schools, identifying pupil's strengths and areas for development and evaluating progress.
- To encourage and support good behaviour, acting as a positive role model.
- To deal with challenging behaviour in accordance with school policies and following appropriate training.
- As directed by the outreach teacher, to liaise with outside agencies, parents and carers where appropriate, in respect of individual pupils/students.
- To teach within a special school setting for 10% of working week and assist with general school duties during this time e.g. supervision of pupils during break-times and lunchtimes; supervision of pupils entering and leaving school premises etc.
- Attend and contribute to meetings in respect of pupils' progress and/or welfare.
- To contribute to training for outreach team by sharing and modelling resources and strategies etc.
- Help to maintain, repair and replace outreach resources.
- Support the aims, values, mission and ethos of the outreach service and participate in a team approach.
- Support outreach teachers with the induction of new staff to the team.
- Attend and contribute to outreach meetings and training days as required.
- As part of performance management, identify and evaluate areas of personal practice and experience for development.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/pupil/teacher/school, keeping confidences appropriately.
- Be aware of health and safety issues and act in accordance with schools' Health and Safety Policies.
- Perform all duties in accordance with the Equalities policy.

#### Responsibilities

- To support the functions of the Springwell Inclusion Partnership as appropriate and upon request

#### Supporting the school

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop
- Take responsibility for safeguarding following the agreed policies at all times, be aware of confidential issues linked to home/child/school and keep confidences appropriately
- Be aware of health and safety issues and act in accordance with Health and Safety policies
- Ensure implementation and promotion in employment and service delivery of equal opportunities policies and statutory responsibilities

#### Other duties

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

**Signed:**

**Date:**