Springwell School

Job Description

Name:

Post: Special School Assistant

Reporting to: Class teacher, Assistant Heads, Heads of School

Salary Scale: Grade 6

Date: November 2026

Purpose of the Job

- Support the teaching and learning of pupils with complex learning difficulties
- Work with and support children 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 the curriculum
- Take responsibility for promoting and safeguarding the welfare of children within the school
- Support the school's aims, values and policies

Key Accountabilities

- As directed by the class teacher, to work with individuals or groups of children with complex needs, to support subjects and learning across the whole curriculum
- Establish supportive, caring and secure relationships with the child/ children, promoting respect, self-esteem and a positive, inclusive whole school ethos
- Develop knowledge and understanding of the specific academic, physical and emotional/behavioural needs of individuals and groups of children within the school and respond to them effectively
- Assist the class teacher with the planning, development and delivery of suitable programmes of work for pupils (i.e. Individual Education Plans), for children with specific learning needs and a statement of Special Educational Needs
- Support class teachers 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 the children in using them
- Support and motivate the children, clarifying instructions, encouraging independent learning and enabling learning targets and outcomes to be achieved
- Contribute to monitoring and recording pupils' progress, including maintaining records, contributing to reviews and providing relevant feedback to teachers
- Encourage and support good behaviour acting as a positive role model and to deal with challenging behaviour in accordance with school policies and following appropriate training
- Provide welfare support to the children. According to a child's specific requirements, this may include:
  - Administering First Aid and medicines
  - Attending to personal hygiene needs
  - Providing specific therapies/programmes tailored to a child's needs (e.g. physiotherapy)
  - Assisting children with mobility, which may include lifting, moving and carrying

- As directed by the class teacher, to liaise with outside agencies, parents and carers where appropriate, in respect of individual children
- Assist with general school duties. These may include:
  - Setting up classrooms, preparing resources and displays and tidying and clearing away
  - Supervision of children during playtimes and lunchtimes
  - Supervision of children entering and leaving school premises

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 polices 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:**