



Special School Support Assistant – Job Description

Post: Special School Support Assistant

Employers: Specialist Schools Trust

Overall accountable to: Head teacher, Great Oaks School

Directly accountable to: Class teacher

Purpose of the job: To support teaching staff in the care and welfare of pupils/students within the education establishment and assist the teacher in the educational process

Date: September 2025

Key Accountabilities:
❖ To assist and support the teachers in the delivery of the curriculum in a class
❖ To support in the care and welfare of the pupils
❖ To support the schools' aims, values and policies
❖ To assist the teacher in an aspect of planning within the class (or curriculum subject etc)

Main duties

1. Provide a safe and secure environment within school and during out of school activities
2. Assist teachers in the delivery of all areas of the curriculum and work co-operatively and constructively with all staff, visiting specialists, parents, carers and other agencies
3. Assist the teacher by joining in with the activities of the pupils, support assessment and help maintain effective record keeping
4. Work with both individual pupils and small groups under the direction but not always presence of the teacher
5. Assist in the planning, preparation, implementation and review of individual programmes
6. Contribute to the preparation of reports and reviews
7. Attend and contribute to regular and planned support staff meetings and any others as necessary
8. Attend and contribute to in-service training and professional development opportunities
9. Take responsibility for the welfare and personal hygiene of pupils
10. Assist in meeting emotional needs of the pupils
11. Effectively supervise and manage pupils' behaviour throughout the entire school day, including lunch time and breaks (or as hours allow) in accordance with school policies and individual behaviour management plans

12. Following team-teach training and in accordance school policy, carry out planned physical intervention procedures as detailed in a pupils' behaviour management plan
13. Carry out agreed physiotherapy programmes following training and according to specific guidelines
14. Attend to individual pupils' health and medical needs following training
15. Provide support for visiting students/volunteers and welcome and support parents/visitors
16. Undertake general classroom/school activities as requested
17. Respect the confidentiality of all information relating to pupils and their needs
18. Be prepared to work in any area of Great Oaks school including at the three off-site units (West, South sites and Bugle House)

Additional Responsibilities (HLTA)

Delete as appropriate

1. To teach groups or classes of pupils, to cover for an absent teacher due to illness or for PPA purposes, delivering lessons planned by the teacher or jointly planned (see 3).
2. Co-ordinate and direct work of other Support Assistants in the class in the absence of a teacher
3. To work with teacher to plan schemes of work and lessons.
4. Attend and contribute to meetings in relation to pupils' progress and or welfare
5. Take responsibility, in accordance with school policy and county regulations, for pupils off site

Additional Responsibilities (Individual)

Delete as appropriate

1. First Aid – undertake regular training for first aiders at work and be prepared to deal with medical emergencies during the school day. To issue medication when appropriate
2. Display – responsible for maintaining and changing display in communal areas of the school
3. Library – to work with communication co-ordinator to organise the library and update books as appropriate
4. Work Experience – to co-ordinate Year 11 work experience across the school
5. Minibus – to drive the school minibus having gained MIDAS qualification

Revised and updated.

June 2025