

THE LINK SCHOOL
SPECIAL SUPPORT ASSISTANT
PERSON SPECIFICATION

POST TITLE: Special Support Assistant

LOCATION: The Link School

REPORTS TO: School Principal

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| Education and Knowledge | |
| General level of education: GCSE | E |
| Understanding/Knowledge of Children with Special Education Needs | E |
| Experience | |
| Experience of working with children with Special Education Needs | D |
| Skills and Abilities | |
| To work with and gain the respect of children with SEN | E |
| Ability to work alongside teachers in a supportive role | E |
| Ability to prepare the classroom for teachers | E |
| Ability to help learners who need extra support to complete tasks, Individually and in groups | E |
| Observe learner performance and report observations to the teacher | E |
| Be confident to plan group tasks under the direction of the teachers | E |
| Good interpersonal skills | E |
| To be open and friendly whilst maintaining a professional approach | E |
| To be sensitive to the needs of children and young people | E |
| To work with individual learners and groups of learners | E |
| Willingness to train as a first aider | D |
| Willingness to accompany young people and staff on residential trips | D |
| Ability to create appropriate classroom resources | E |
| Good IT skills, with the ability to support learning through the use of ICT | D |
| Understanding of safeguarding practice within a school environment | E |
| Good organisational skills | E |
| Ability to use a marking policy and assess the work of individuals and groups under the direction of teachers. | E |
| To help with outings and school events | E |
| Carry out routine administrative tasks for teachers | E |
| Personal Qualities | |
| A confident and calm manner | E |
| A good sense of humour | D |
| Emotional resilience in working with behaviours that challenge | E |

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| A commitment to Equal Opportunities. | E |
| A commitment to safeguarding and promoting the welfare of children. | E |

| Optional Elements which may be added to individuals/all SSA roles | |
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| To be able to assist with the travelling arrangements of children and young people | |
| Administration of medication to pupils (following training) | |
| In possession of a full driving licence | |
| Drive the school minibus (following training) | |
| An interest/enthusiasm for an additional skills e.g. gardening, music, drama | |
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D = desirable attribute E = essential attribute