

Generic Job Description
Special School Support Assistant
JE Number SC278

Job title: Support Assistant **Ealing GLPC Grade:** Scale 4
School: Special Schools **Post No:**
Line manager: School Leadership Team
Supervisory responsibility: None
Hours: 30 hours per week (8.45am-3.30pm) term time only

Main purposes of the job

- Assist students with their day to day personal care needs and to work alongside other professional staff to further students' personal independence skills and well being
 - Work as part of a team to ensure the health and safety of students at all times, under the direction of teachers/teaching assistants as identified by the school
 - Responsible for supporting a positive learning environment for students at all times.
 - Responsible for promoting and safeguarding the welfare of students within the school who will have varying complex special needs
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Main duties and responsibilities

1. Work as part of a team in the development of personal care programmes for students.
2. Assist students in implementing their personal care programmes during the school day, including:
 - personal hygiene
 - toileting and continence training
 - eating and drinking
3. Provide practical assistance in relation to other identified physical needs e.g. transportation and transferring, manual handling, dressing, meal times, organisation of the students' learning equipment/resources.
4. Maintain and clean personal care equipment and materials, clothing etc and maintain toiletry supplies.
5. Provide personal assistance to identified students in physical/practical activities e.g. physical education, cookery, school visits, therapeutic treatments organised by the school etc.
6. Maintain and keep relevant records e.g. those related to personal care, physical programmes etc in conjunction with the appropriate teachers/teaching assistants (TAs).
7. Work in co-operation with other key-workers involved in supporting the students' educational and health care needs under the guidance of the teacher and TAs (as appropriate).
8. Contribute to the maintenance and management of learning resources and ensure that all equipment is stored safely.
9. Participate in physical activities with students if appropriate.
10. Identify and promote the inclusion of all students, ensuring equal access to learning opportunities both in and out of the classroom.
11. Support the school's positive approach to managing behaviour, to ensure that students behave appropriately and in line with the schools behaviour policy at all times.

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12. Actively engage with the students to ensure that they are involved in purposeful and co-operative activities.
13. Ensure that students gain self-confidence, interact fully and form relationships with others.
14. Supervise the students at all times both on the school premises and off site as appropriate, taking into account individual special education needs.
15. Recognise that some students have communication difficulties and to use alternative communication techniques if required.
16. React sensitively to students' differing needs at all times.
17. Take reasonable precautions whilst in charge of the students to see that they do nothing that is likely to injure themselves or others.
18. In the event of any injuries deal immediately with the situation referring to the appropriate person following the schools policy and procedure.
19. Communicate appropriately with key staff members regarding information that may relate to a student's well being, care needs etc and be prepared to act on feedback as appropriate.
20. Ensure that you are a strong, positive role model for students and other staff and that you maintain good working relationships and communication with colleagues.
21. Accompany staff and students on visits, trips and out of school activities within contracted hours as required.
22. Work within the framework of the school's agreed policies and procedures.
23. Adhere to the schools guidance on healthy and safety, manual handling, outdoor play and personal care needs.
24. Ability to maintain confidentiality over matters relating to the school, students, staff or parents.
25. Actively participate in staff meetings and any appropriate training when required.
26. Undertake broadly similar duties commensurate with the level of the post.

April 2024