

# Mary Rose School

**JOB TITLE:** Special Needs Assistant Band 4

**REPORTS TO:** Headteacher

**SUPERVISES:** N/A

## **JOB PURPOSE:**

To provide additional support to enable children with more complex needs to access the curriculum. This will involve working as part of a team and having a positive and understanding attitude to children with complex needs and communication difficulties who find it difficult to make relationships with adults and other children.

## **KEY ACCOUNTABILITIES**

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

## **PRINCIPAL RESPONSIBILITIES/DUTIES**

- working with individual or small groups of children under the direct supervision of the class teacher to enable those children to access the curriculum
- work with individual children to carry out therapy programmes, designed and supervised by the therapist
- maintain records as requested by the class teacher or therapists
- assist with toileting and other self-help skills including changing and cleaning as necessary
- When appropriately trained, in agreement with the Headteacher, to administer any medical interventions as requested (eg tube feeding, rectal diazepam)
- assist children with social skills related to dressing and eating as appropriate
- assist in the supervision of children in the playground supporting the teacher in ensuring the maintenance of high standards of behaviour and work on play skills with individual children
- assist at lunch-time either in the hall helping and encouraging children to learn the social skills of mealtime or in the playground encouraging co-operative play
- where appropriate maintain a daily communication with parents of individual children and where required be involved in parents' open evening
- To undertake ongoing training as required, eg on the lifting and handling involved in manual handling tasks