

Higher Level Special Support Assistant

Service: Education
Responsible To: Headteacher
Salary: Points 12-17

Job Purpose

To take the lead in ensuring a high standard of care for the children at all times, with includes working as part of team as directed by the class teacher or therapist.

Main Duties

- To coach and mentor support staff ensuring high standards and outstanding practice, including supporting the induction of new staff and performance management and development of a team of special support assistants (SSA).
- To support the running of the department by carrying out reasonable routines (e.g. organising rotas, cover, liaison with agencies etc.)
- To become familiar with all aspects of the schools routines, methods, equipment and policies to ensure a safe and stable routine for the children. This includes making resources which fit the necessary requirement as specified by the team for use both at home and in school.
- To monitor and manage the welfare of a team of SSA's in line with the attendance management policy and procedure.
- To participate and collaborate in the planning and implementation of programmes and/or topic based approaches where required. This will include the regular planning and leading of sessions in order to release teaching staff.
- To teach groups or individual children on work planned with the teacher or therapists.
- To promote children's all round development, maximising the learning opportunities wherever possible. This will involve a range of activities such as, structured/unstructured play, interaction and organisation.
- To accompany the class on regular outings, taking part in the preparation for the outing and in the follow-up work.
- To help to develop social and life skills and take part in independence training where appropriate.
- To become familiar with classroom and therapy routines, methods, equipment etc so that there is continuity of approach.
- To establish and maintain good relationships with children and their parents and to take the role of Key Worker as designated by the school.

- To be involved in establishing and maintaining contact with home and where appropriate, make home visits.
- To fully ensure the safety of all children, including administering first aid and when necessary, accompanying a child to hospital. This includes taking preventative measures to ensure that the environment and resources in use are safe and appropriately organized to meet the needs of the group.
- To assist in areas of personal hygiene appropriately.
- To collect and administer prescribed medication and carry out some clinical procedures, where necessary with appropriate training, as instructed by the school doctor or school nurse.
- To be involved in the mealtime management and supervising of children at break times.
- To be actively involved in personal development such as on and off-site training, specifically when required to meet the needs of certain pupils, attending regular staff meetings and contribute to reports when necessary.
- To establish and maintain good working relationships with all professionals both within the teams and those visiting.
- To carry out any other duties reasonably requested by the Headteacher.

Person Specification

Essential Criteria

Skills and Knowledge

- Strong communication skills and ability to manage the various staffing needs around school.
- Ability to empathise with the needs of disabled people
- Good communication skills
- An awareness of health & safety/ safe working practices
- Willing to implement the safeguarding and equality and diversity agenda

Qualifications and Training

- HLTA or appropriate teaching qualification (either obtained or working towards)
- Willingness to undertake further qualifications and any in service training appropriate to the role.
- Excellent literacy & numeracy skills.

Experience

- Wide experience of supporting children with PMLD, HI or autism in school.

Personal Qualities

- Flexible
- Team Worker but also able to work effectively on an individual basis
- Positive attitude and enthusiasm.
- Willingness to learn and be guided by other staff
- Committed to providing high standards of service
- Ability to mentor and coach other SSAs with respect

Desirable Criteria

Skills and Knowledge

- Working with people who have complex needs.
- Person centred approaches.
- Sensory approaches.

Qualifications and Training

- Level 2 signing (BSL) or above
- NVQ II/III

Experience

- At least 3 years' experience of working with children with PMLD, HI or autism within a school setting.

Organisational Standards

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

Equality and Diversity

- Promote equality of access to education, training, and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality, and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

Safeguarding

- Safeguarding is everyone's responsibility.
- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject, or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

About Us

We are an ambitious, entrepreneurial, and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.



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