Queen Elizabeth School

Job Description

Date last reviewed – September 2026

Position:	Special Support Assistant
Grade:	Grade 5 or 6 (depending on experience)
WSCC JDQ:	SCHG31n/SCHG31h
Hours:	32.5 hours per week Monday to Friday 8.30-3.30 Term time only plus 5 inset days per year. In some circumstances, these hours and days of work can be reduced / varied by agreement with the Headteacher and Governing Body, if the needs of the pupils and school can still be met.

General Details:

The details of your general duties are set out in this job description but actual duties will vary in accordance with the age and needs of the pupils.
It is expected that you will adhere to professional standards and school policy and procedures at all times.

Relationships:

The post holder is directly accountable to the Class Teacher.

The post holder will usually work in a class team alongside other support staff

The post holder may have responsibility for supporting volunteers in the classroom

The post holder will have indirect accountability to the Assistant Heads, Deputy Head and Head Teacher

Job Purpose:

Working under the direction of the class teacher or HLTA and under the guidance of teaching/senior staff, and within an agreed system of supervision:

To provide educational and personal support to children with learning, social and communication, physical, medical, sensory and/or behavioural difficulties and needs, both in and out of school within the school day.

To implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources

This description is not exhaustive. It is intended to give a general outline of the current duties and responsibilities and will be reviewed periodically with your line manager.

Tasks and Accountabilities:

Support learners development
To support in all areas of learning, social and emotional and physical development
To supervise and provide particular support for pupils ensuring their safety and access to learning activities

To be proactive in creating learning opportunities for all learners.
To promote independence, self-esteem and confidence.

Support for the Teacher
Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work
Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
Assist with the planning of learning activities
Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc
Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

Contribute to positive relationships
To role model team work, support for colleagues, promote good relationships and act in a professional manner at all times.
To be positive and encouraging at all times.
To follow the lead and direction of the class teacher or HLTA
Establish constructive relationships with parents / carers

Support for the Curriculum
Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses
Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years, recording achievement and progress and feeding back to the teacher
Support the use of ICT in learning activities and develop pupils' competence and independence in its use
Prepare, maintain and use equipment / resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Observe and report on pupil performance
To annotate work using agreed marking codes and report children's learning to teachers.
To use Earwig assessment platform to evidence pupils learning
To contribute to updating next steps, pupil profiles, learning journals.
To be proactive in enhancing and supporting learner progress.
To supervise learners in groups or 1;1 when required.

Support for the School
Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop
Contribute to the overall ethos / work / aims of the school
Appreciate and support the role of other professionals
Attend and participate in relevant meetings as required to include one whole school staff meeting per term.
Participate in training and other learning activities and performance development as required
Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Support learners with Physical. Medical and behavioural needs.
Be aware of agreed behaviour plans, PHPs, Moving and Handling, Intimate care plans and medical procedures.

Contribute to behaviour plans, PHPs, Moving and Handling Intimate care plans and medical procedures as requested by the class lead.
Record, annotate, document information for school records (ABC's, Bromcom, accident forms, medical records etc).
With training, be able to administer medication, provide support for eating and drinking programmes, toilet and change pupils, hoist and physically assist children in the correct manner

Work with young people to safeguard their welfare
Be aware of safeguarding procedures.
Be prepared to listen and report.
Be mindful of indicative changes in pupil's appearance, behaviour or demeanour.

Support positive communication between home and school
Communicate information in a positive and professional manner.
Be aware of family sensitivities.
Flag up any concerns or new information to the class team including the teacher before communicating or replying.

Ensure the working environment is safe and appropriate
Regularly check health and safety in the classroom and around the school.
Report any concerns which may be a risk.
Assist with classroom environment, displays, tidiness, classroom organisation.
Supervise at break and lunchtimes and ensure the playground is safe and tidy.

Other Duties:

Participating in after school events where relevant.
The post holder will be expected to undertake other duties, commensurate with the post, which your direct line managers or members of the Leadership Team may reasonably and occasionally require.

Voluntary Tasks:

- Voluntary tasks such as attending overnight on class residential trips
- Voluntary Minibus Driving

Explanatory Notes:

Queen Elizabeth School offers all staff Professional Development Reviews with an agreed line manager. The main aim of this is to identify areas of success and for professional development / individual training needs.

This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the Professional Development Review cycle and at any other time on request.

Queen Elizabeth School will be located across several sites in the Horsham area, staff may be asked to work at different sites, this would be agreed in advance.

Agreed Job Description:		
Signed :		Date :
Signed :	*Headteacher*	Date :
Signed :	*Agreed Reviewer on appointment*	Date :
*Agreed Reviewer may be changed at a later date		

Person Specification for Grade 5 or Grade 6 at Queen Elizabeth School

	Essential	Desirable	How tested
Qualifications			
Full NVQ 2 or above Teaching Assistant qualification (or equivalent qualification in a directly relevant area) ***or*** relevant experience enabling the staff member to work at this level		X	Application / CPD Record
Training relevant to education, e.g. literacy dyslexia, ICT, maths, attachment etc.		X	Application and CPD record
Appropriate first aid training		X	Application and CPD record
Experience			
Working with or caring for children of relevant age	X		Application /interview
Experience of working with children and young people aged 2-19 with special educational needs		X	
Experience of working with children and young people aged 2-19 with special educational needs in a special school setting		X	Application /interview
Skills and Qualities			
Ability to relate well to children and adults	X		Application /interview
Evidence of good oral and written communication skills	X		Application /interview
Evidence of a good level of numeracy	X		Application /interview
Good general IT skills	X		Application /interview
Basic understanding of child development and learning	X		Application /interview
Ability to work proactively	X		Application /interview
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	X		Application /interview
Ability to self-evaluate learning needs and actively seek learning opportunities	X		Application /interview
An awareness of the value of equality and diversity and be able to demonstrate a commitment to working in a non-discriminatory manner	X		Application /interview
Voluntary Ability to drive a minibus or willingness to learn (if over 25) NOT USED TO SHORTLIST			
Ability to safeguard and promote the welfare of children including: • Ability to form and maintain relationships and personal boundaries.	X		Application /interview

	Essential	Desirable	How tested
• Emotional resilience in working with challenging behaviour or difficult situations requiring tact and confidentiality. • Appropriate attitudes to care, use of authority and maintaining good pupil behaviour.			
Grade Decision Initial grade decision will be dependent on experience and qualifications. SSAs working at a grade 6 will be required to take on added responsibility to plan and deliver agreed specialist support sessions for pupils.			Application /Interview