

**LINK PRIMARY & SECONDARY SCHOOL**  
**SPECIAL SUPPORT ASSISTANT (PDA)**  
**JOB DESCRIPTION**

**POST TITLE:** Special Support Assistant

**LOCATION:** The Link School and Outreach service

**REPORTS TO:** School Principal

**Main Responsibilities**

- To work under the guidance of the PDA satellite and outreach service teachers in the planning and implementation of learning programmes for individuals or small groups of learners.
- To provide general support to the PDA teachers in the management and organisation of learners with special needs within the satellite or annex.
- To assist the teachers in creating and maintaining a purposeful, orderly and supportive learning environment.
- To assist the specialist team in supporting children and young people within the local community and for some periods of time within home and school settings for young people accessing the outreach service.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

**Support for learners**

- To support working relationship with the learners, acting as a role model and setting high expectations.
- To meet the personal, social and emotional needs of learners.
- To encourage learners to develop independence.
- To use nurture group and PDA learning principles to foster a culture of learning.
- To show an interest in learner interests becoming an expert in them yourself in order to grow learner motivation.
- To contribute to setting and review of individual education plan (IEP) targets or provision mapping interventions.
- Supervise learners before school, and break times and lunchtimes as required.
- In the Primary setting to actively develop and nurture the play skills of young children, pro-actively identifying and planning the next steps for development.

### **Support for the teacher**

- To work closely with the teachers to assist in the planning, assessment, development and delivery of all activities and areas of the curriculum.
- To work under supervision of the teachers to support the learning, social, emotional and physical development of the learners.
- As required, to prepare the classroom/outside areas for lessons, ensuring that specialist resources and equipment are available as necessary and cleared away at the end of the lessons as appropriate.

### **Support for the school**

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To liaise with parents/carers, other staff and external agencies involved in supporting the learners.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for learners' emotional and social needs by encouraging and modelling positive behaviour in line with school policies.
- To accompany learners on offsite visits, home learning and where appropriate residential trips.
- To assist with the general pastoral care of learners, including helping children who are unwell, distressed or unsettled.
- To adhere to school health and safety policy including risk assessment and safety systems.

### **Support for the curriculum**

- To assist in the development of speech and language skills and occupational therapy skills where appropriate and support the use of these learning activities as directed by the class teacher and therapists.
- To help adapt and plan the development of resources necessary to assist in learning activities, taking into account learners' needs, interests and language levels.
- To undertake broadly similar duties commensurate with the level of the post as required by the Principal.