

Special school generic job descriptions

The job descriptions have been developed in consultation with special school headteachers and take into account a number of factors.

These include existing practice in schools, the National Agreement and the National Joint Council (NJC) guidelines and relevant occupational standards and Training and Development Agency (TDA) guidance.

The [guidelines on support staff job descriptions](#) (word) provide more detailed information to support the use of these job descriptions and person specifications.

These documents may be used in their entirety or adapted to suit individual needs as appropriate when:

- Recruiting new staff when filling a vacancy
- Revising the roles of existing staff
- Updating existing documentation
- Conducting performance management processes
- Revising staffing structures or restructuring

These documents may be used in their entirety or copied to suit individual needs. All documents open in word.

Job evaluation

When schools use the generic job descriptions with amendments, they will need to go through the [job evaluation process](#).

Please find below the links to different staff categories pages, containing generic job description and person specifications.

Special school teaching assistants (TAs)

Special school TAs work alongside teachers in the classroom to support the teaching and learning activities in the classroom with pupils who have complex needs and learning difficulties. A level 3 special school TA may also cover a class during short term absences of the class teacher, delivering prepared activities within agreed staffing levels and appropriate risk assessments.

Special school TA level 2: scale 6	Job description	Person specification
Special school TA level 3: scale 7	Job description	Person specification

Special school TA with EAL/bi-lingual duties will work under the guidance of phase leader in the planning and implementation of work programmes to support EAL/bi-lingual pupils.

Special school TA EAL bi-lingual level 3: scale 7	Job description	Person specification
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Special school higher level teaching assistants (HLTAs)

Special school HLTAs are experienced teaching assistants who plan and deliver learning activities under the direction of a teacher and assess, record and report on pupils' progress. They may also manage other classroom-based staff or may supervise a class in a teacher's absence.

Special school senior TA/HLTA level 4 without full performance management responsibilities: scale 8	Job description	Person specification
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Special school support assistants

Special school support assistants work as part of a team to ensure the health and safety of pupils at all times, under the direction of teachers/teaching assistants to support pupils who have complex needs and learning difficulties.

Special school support assistant: scale 4	Job description	Person specification
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Special school nursery nurses

Special school nursery nurses work in co-operation with a teacher in the planning and implementation of early years foundation stage and other national programmes and strategies. They can also supervise in the absence of the class teacher, delivering prepared activities within agreed staffing levels and appropriate risk assessments.

Special school nursery nurse: scale 7	Job description	Person specification
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Special school SMSAs/midday supervisors

Special school SMSA's work in a team to ensure the health and safety of children at lunchtimes under the direction of the appropriate person as identified by the school and are responsible for promoting and safeguarding the welfare of children and young people within the school who will have varying complex special needs.

Special school SMSA: scale 3	Job description	Person specification
Special school senior SMSA: scale 4	Job description	Person specification

Related content

[Support staff performance management and review](#)

[Career development for support staff](#)

Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

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