

Job Description

School Support Assistant



Responsible to: Lead School Support Assistant
Responsible for: Provision of Classroom cover and support
Salary: Band 4

Overall Objective of the Post:

- To provide effective support, in the classroom, for pupils with identified needs to help them achieve their potential. To provide effective supervision for teaching colleagues when required. This will involve providing learning and behavioural support to the class or identified pupils.
- Undertake a range of administrative, examination, and other support activities as required.

Key tasks of the post:

1. Support in the classroom

- providing support for individual pupils or small groups, in class or other setting
- assist in implementing programmes of work for individuals and groups, for example by the Occupational Therapist, the Speech and Language Therapist and other professionals or in-house interventions. This can involve assisting with the production of curriculum materials for pupils
- assisting pupils to access the curriculum by helping them with their literacy / numeracy skills
- providing support for pupils who are having difficulties in school. This can include where they are being withdrawn from lessons or support is required offsite
- keeping records of pupils supported and produce reports for student reviews as required

2. Provide effective supervision in the classroom

- When undertaking classroom cover, manage the classroom, ensuring that students remain on task with the work they have been set. This will include distributing the materials, providing any necessary support and collecting in all work at the end of the lesson
- maintain good order and purpose during the lesson and receive and dismiss the class in an orderly manner according to school expectations

3. Providing administrative support

- This shall include general administrative support, but not be limited to:
 - Photocopying
 - Record keeping and filing
 - Classroom display
 - Collating and checking pupil reports
 - MIS support
 - Stocktaking
 - Exam invigilation and access arrangements

4. Miscellaneous

- Liaise with line manager, colleagues other professionals and parents as required. This will include informing relevant people of information regarding individuals or classes
- supporting the development of yourself and team, including sharing best practice
- developing effective relationships with other professionals and parents
- provide, when necessary, lunchtime and break supervision of students

All employees have a responsibility

- to undertake training and development as required and to assist, where appropriate and necessary, with the training and development of colleagues
- for their own and others' health and safety, and for adhering to guidelines for the safeguarding of children
- to be an ambassador for the Academy

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Harton Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

Person Specification

**Please provide evidence in your application as to how you believe you meet the criteria listed above.
We will also seek evidence of these at interview and in references we take up.**

	Essential	Desirable
Excellent literacy and numeracy skills (may be evidenced by GCSE or equivalent in English and Maths)	✓	
Excellent communication and interpersonal skills	✓	
Organisation and planning skills	✓	
Experience in working with children and young people with special educational needs		✓
Able to work as part of a team and on own initiative	✓	
Flexible approach to work and resilient attitude	✓	
Excellent ICT skills	✓	