**CLIFFE HILL COMMUNITY PRIMARY SCHOOL**

**JOB DESCRIPTION**

**POST TITLE: SUPPORT ASSISTANT**

**GRADE: SCALE 2**

**RESPONSIBLE TO: HEAD TEACHER AND GOVERNORS**

The information given in this job description is intended to provide both postholder and management with an understanding and appreciation of the workload of this particular post and its role within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail. It will be reviewed annually. However, it may be amended at any time in negotiation

with the postholder.

**Prime Objectives of the Post**

**A) Supporting & Delivering Learning**: Working under direction/instruction, supporting access to learning through providing pupils with welfare/personal care, supporting pupils in small groups or one to one, and providing general clerical/organisational support for teachers.

**B) Curriculum & Resource Support:** Working under direction/instruction, involvement in the preparation/routine maintenance/operation of materials/equipment, organisational support for teaching staff and

support/supervision of pupils in lessons, as well as general clerical/admin/ technical support

**C) Administration & Organisation:** Working under direction/instruction, carrying out general clerical/administrative procedures, such as typing, photocopying etc, including the maintenance of records/data and the

collecting/recording of finance, as well as other organisational support for staff/schools.

**Range of Duties**

**A) Supporting & Delivering Learning**

Generally, to work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, however, the post holder may be directed to work off site, to support pupils in other settings or provisions. To provide support to enable access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Specifically, this may be to:

* Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
* Supervise and support pupils ensuring their safety and access to learning, to establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
* Promote the inclusion and acceptance of all pupils, and to encourage pupils to interact with others and engage in activities led by the teacher, whilst encouraging pupils to act independently as appropriate.
* Prepare the classroom as a learning environment for all pupils as directed and assist with the display of pupils work.
* Be aware of pupil problems/progress/achievements and report to the teacher as agreed and undertaking pupil record keeping as requested.
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
* Gather/report information from/to parents/carers as directed.
* Support pupils to understand instructions, in respect of local and national learning strategies as directed by the teacher.
* Support pupils in using basic ICT as directed.
* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

**B) Curriculum & Resource Support**

Generally under the direction/instruction of senior staff to provide support to staff and pupils, including preparation, and routine maintenance of resources/equipment. Specifically, this may be to:

* Support pupils in accessing learning activities as directed by the teacher.
* Support the timely and accurate preparation of routine equipment/resources/materials as set out in instructions, and undertake basic record keeping as directed.
* Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop, and to contribute to the overall ethos/work/aims of the school.

**C) Administration & Organisation**

Generally, under the direction/instruction of senior staff to provide routine general clerical and administrative support to the class teacher. Specifically, this may be to:

* Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents.
* Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms.
* Maintain manual and computerised records, undertake typing, word processing as directed by the class teacher.

**D) General Duties & Responsibilities**

* To 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.
* To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop and to contribute to the overall ethos/work/aims of the school.
* To appreciate and support the role of other professionals, attend relevant meetings as required, and to participate in training and other learning activities and performance development as required.
* To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required

This job description will be reviewed jointly by the Head the Post Holder at least once in each academic year and may be reviewed on other occasions with the agreement of both parties.

Signature of Post Holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Head Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

June 2016