## image002Saint Joseph's Catholic Primary School

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# Headteacher Mrs Sue Barber

**Special Support Assistant (KS2)**

**HOURS 25 hours per week**

**RATE OF PAY Hay 5 Point 14: term-time**

**JOB DESCRIPTION**

• To support the ethos, aims and policies of the school.

• To promote the inclusion of all pupils within the classroom and school.

• To establish and promote productive relationships with pupils, acting as a role model and setting high

expectations.

• To contribute to the management of pupil behaviour.

• To support and adhere to all safeguarding arrangements.

• To work as a member of the SEN/INCLUSION team in the care and learning of children and in creating

a happy and stimulating environment for the children.

#### DUTIES AND RESPONSIBILITIES

In conjunction with and working under the guidance of the class teachers:

• To be aware of school policies and procedures and support the school ethos

• To report any signs of illness, neglect or apparently non-accidental injury and be aware of all safeguarding

policies and procedures within school

• To help prepare the classroom for sessions, including setting out, tidying away equipment and materials

required, preparing resources, and assisting with display

● To encourage the development of language, speech and conversation at all times throughout the school

day

• To help children with feeding, changing clothes, toileting etc., and to maintain hygienic standards at all

times

• To attend relevant meetings and keep up to date with the day to day work of the school

• To assist in the planning, implementation and evaluation of the educational programme of individual and

groups of children

• To effectively communicate work set by the class teachers to the pupils and ensure the pupils are aware of

the teachers expectations

• To promote social and emotional development of pupils and help develop pupils’ self esteem

• To contribute to children’s records using written observations and annotated work /photos

• To promote independent learning

• To establish and maintain professional relationships with all children, parents and staff

• To support the use of ICT in the classroom

• To provide literacy and numeracy support to allow access to the curriculum

• To respect the confidentiality of sensitive information divulged by staff, parents and pupil

• To review and develop own continuing professional development by attending relevant training and

provide feedback to colleagues where appropriate.

**Additional Responsibilities**

In conjunction with and working under the guidance of the class teachers and Inclusion Team:

• Take part in planning meetings for specific work for individuals and groups of children

• Deliver agreed programmes and track pupil progress as directed.

**To undertake management tasks as directed by the Headteacher to include:**

• General supervision at playtimes

• Assist in the administration of basic first aid for children (training provided)

• Accompany teaching staff and pupils on educational visits.

**PERSON SPECIFICATION:**

Candidates should:

* Be literate, numerate and have good communication skills
* Enjoy working with young children and have a good understanding of their needs and development
* Be able to work under the supervision of the classteachers and as part of a team
* Be reliable and punctual
* Be enthusiastic and highly motivated with a passion for supporting young children’s learning.

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Responsible to Inclusion Manager

This job description becomes effective from appointment and will be reviewed annually. It may be subject to modification or amendment after consultation with the post holder.