



A Partnership of Church and Community Schools

School Assistant Job Description

School
Archbishop Holgate's School
Job Title
School Assistant
Reports To (Job Title)
SENCo and Inclusion Centre Manager
Grade
Grade 4 - £12,481 to £13,597 per annum (this is the pro rata salary)
Additional Information
<p>This post is Term Time Only for 32.5 hours per week. Additional hours may, on occasion, be available to support with our "Before School Club" and with our Homework Clubs that take place after the normal school day has ended.</p>

Archbishop Holgate's School
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1 Main Purpose of Job
To support students at Archbishop Holgate's School in a range of learning settings by fostering a positive working environment, so that students are engaged, on task and able to access the curriculum as fully as possible.
2 Core Responsibilities, Tasks and Duties
<ul style="list-style-type: none"> ■ Under the leadership of the class teacher and within guidelines drawn up by the School's Inclusion Centre, to work with students in small groups and individually within both the Inclusion Centre and their normal classes. ■ Under the leadership of the class teacher to assist with specific classroom activities. ■ Provide student mentoring which may be on-site or supporting students engaged in off-site work based learning. ■ Supervising the Isolation Room and the Internal Exclusion Room within the Inclusion Centre ■ Supervise students on site during the lunchtime break (we do not employ separate MSAs). To include supervising students as they come in to, and queue for, lunch; in the dining area whilst

students eat and then general supervision of a specific part of the school site or of specific named pupils.

- Provision of administrative support including the organisation, preparation and storage of learning materials. Inputting of student assessment data, collation of student and other aspects of administrative support for a particular subject area or school-wide function.
- Follow the school's policies and procedures, in particular: All Safeguarding, health and safety policies, Behaviour Management Policy, Inclusion Policy, Equalities Policy and Data Protection Policy.
- Participate as required in the school's performance management and supervision systems and take part in appropriate training and development activities.
- Contributes to the overall ethos, work and aims of the school.

3 Supervision / Management of People

None.

4 Creativity and Innovation

- Monitors and is responsive to students' learning and behaviour and supports accordingly to maximise access to learning and the curriculum.
- Monitors and is responsive to students' personal needs and adapts accordingly.
- Communicates effectively with teachers, other professionals and parents whenever the need arises.

5 Contacts and Relationships

Internal - Enables students' access to the planned curriculum and meets personal and social needs - daily. Takes part in school, departmental or whole team meetings as required.

External - Provides information about student's progress, strategies and issues with any external agencies involved as required.

6 Decisions – Discretion and consequences

- Communicates information effectively to teachers, other professionals and parents whenever the need arises.
- Recognises when it is necessary to make adjustments to planned activities in order to enable the student to access the curriculum fully and make progress.
- Responds to on-the-spot incidents requiring immediate attention/decisions on/off school premises and/or without direct contact with a senior member of staff.

7 Resources

May have responsibility for the preparation and storage of subject specific learning materials.

8 Work Environment

Work demands

- Work may be subject to frequent change and interruption

Physical demands

- Involves some sitting with students in classroom and Inclusion Centre environments but may have sustained periods of physical activity, involving bending, crouching, lifting, walking and running e.g. PE lessons.

Working conditions

- Majority of work takes place in classrooms and the Inclusion Centre
- Staff will be involved in outside activities e.g. supervision of students at lunch time, sports field activities, off-site educational activities in all weather conditions as required.

Work context

- Risk of verbal abuse and physical harm from a minority of pupils and members of the public who behave aggressively.

9 Knowledge and Skills

- Experience of relating well to young people
- An understanding of safeguarding requirements in a school setting
- Willingness and ability to support the school in providing a secure, ordered environment based on courtesy and mutual respect
- Ability to command the respect of students through personal warmth combined with firmness
- Excellent communication and interpersonal skills
- Good literacy and numeracy skills – preferably GCSE in Maths & English to Grade C level or equivalent
- Ability to work with colleagues as a team; displaying the qualities of flexibility, enthusiasm, tact and a positive “can-do” attitude to work.
- ICT capability – to assist with preparation of resources and the input of pupil data
- Understanding of data protection and confidentiality requirements of working with sensitive and personal information.
- Must be committed to furthering the school’s strategic aims, values, policies and procedures including such areas as:
 - Valuing the unique strengths of each student as an individual
 - Traditional values including punctuality and smart personal appearance
 - Maximising the development and achievement of all of the students in our care
 - Positive relationships based on firmness and fairness
- Personal commitment to own continuing professional development

10 Position of Job in Organisation Structure

This post is part of the team of School Assistants that is lead and co-ordinated by the school’s SENCo and the Inclusion Centre Manager.