

Job Description: One-to-One & Mobility Support Assistant



Ark Boulton
Academy

Reports to:	Leader of Enhanced Provision
Hours:	41 hours per week, term time only, 39 weeks per year plus 40 hours worked across school holidays, annualised hour's contract.
Salary:	Ark Support Staff Band 5 (£18,795-£21,589)

The Role

To work under the direct instruction/guidance of the leader of enhanced provision and classroom teacher to undertake work/care/support programmes, to enable access to learning for a pupil with a physical disability and / educational health care plan. Work may be carried out in the classroom or outside the main teaching area.

Supervise and provide particular support throughout the day (including at break and lunchtimes) for a pupil(s) in Key Stage 3 and or 4 with a physical disability or EHCP / or who is in the process of receiving an EHCP, ensuring his / her safety and access to learning activities.

Key Responsibilities

- Liaise with the Class Teacher, lead for enhanced provision, Occupational Therapists, Physiotherapists, Mobility Advisers and other specialists and be responsible for implementing any programmes developed by these specialists for the pupil in question's development, e.g. physiotherapy and occupational therapy programmes
- Assist with the development and implementation of personal profiles/ Behaviour Plans and Personal Care programmes for the said pupil
- Attend to the pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Provide practical help including ensuring the pupil in question's safety in activities such as swimming and educational visits/residential trips and in practical subjects such as P.E., Science, Art, Drama, Music and Design technology
- Carry out Manual Handling, transfers and delivering personal care for the pupil in question
- Use lifts and hoists where appropriate
- To drive students in the Academy minibus as and when required
- Supervise and support this pupil ensuring his safety and access to learning
- Supervise and support this pupil at break and lunchtimes
- Establish good relationships with the pupil, acting as a role model and being aware of and responding appropriately to his individual needs.
- Promote the inclusion and acceptance of this pupil.
- Encourage the pupil in question to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence of the pupil in question
- Provide feedback to the pupil in question in relation to his progress and achievement under the guidance of the teacher.

- Use strategies, in liaison with the teacher, to support the pupil to achieve learning goals.
- Assist with the planning of learning activities and appropriate resources for the pupil in question
- Monitor the pupil's response to learning activities and accurately record his achievement/progress as directed.
- Provide detailed and regular feedback to teachers and the lead for enhanced provision on the pupil's achievement, progress, problems etc.
- Establish constructive relationships with the parents/carers of the pupil and provide feedback to them on a regular basis
- Administer routine tests and invigilate exams and undertake routine marking of the pupil's work.
- Assist in the preparation and development of agreed curriculum activities for the pupil in question.
- Undertake programmes linked to local and national learning strategies e.g. literacy and numeracy, recording the pupil's achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist the pupil in question in their use.
- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of the pupil in question 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 and take responsibility for the pupil in question under the supervision of a teacher.

Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the Principal.
- This job description sets out the key outcomes required. It does not describe in detail the tasks and activities to be done to achieve these outcomes.

• Person Specification: One-to-One & Mobility Support Assistant

Qualification Criteria

- Right to work in the UK
- GCSE Maths and English (Grade C) or equivalent
- NVQ3 for Teaching Assistants or equivalent qualifications or experience.
- First Aid qualification
- Full UK driving licence (desirable)

Skills and Attributes

- Experience of working with children with a physical disability within a learning environment.
- Experience in Manual Handling, carrying out transfers and delivering personal care
- Ongoing commitment to professional development in the areas of support pupils with the following: Visual support, Auditory support, Dyslexia support.
- Genuine passion and belief in the potential of every student
- Helpful, positive, calm and caring nature
- Able to follow instructions accurately but make good judgements and lead when required

Personal Characteristics

- Regularly demonstrates an enthusiasm for working in a challenging educational environment
- Has good listening skills enabling the effective building of relationships with others
- Understands the importance of confidentiality and discretion
- Enthusiastic, committed and proactive approach.
- Adaptable, flexible and non-judgmental style.
- Confident.
- Self-motivated and open to change
- Commitment to working in partnership with children/young people and their families to promote optimum health outcomes.
- Willingness to undertake training appropriate to personal development and the needs of the service
- Ability to work on own initiative as well as part of a team.
- Sound interpersonal skills

Specific Skills

- Good IT skills, including the ability to confidently use Microsoft Word and Excel
- Strong administrative and organisational skills
- Excellent written and oral communication skills.

Other

- Commitment to continuing personal and professional development and evidence of recent CPD
- Commitment to the safeguarding and welfare of all pupils
- This post is subject to an enhanced Disclosure and Barring Service check
- To undertake any other responsibilities as directed by the Line Manager or the Principal
- To attend training appropriate to the post

