

Job Description

– Support Assistant

Details of the job	
Post title	Support Assistant
Salary grade	NJC Grade 14-20 (Pro Rata Salary £19,210-£22,118 pa)
Hours	37 hours/week – 39 weeks/year
Location	CE Countywide. Staff may be asked to work in one or more of any CE Campuses as appropriate. Support Assistants may be asked to support pupils at other venues.
Reports to	The CE Academy Headteacher/SLT

Overall purpose of the post

Acting as Support Assistant to enable the Academy to meet its statutory duty to provide full-time education to excluded pupils. Supporting colleagues, students, parents/carers in maximising effective learning and inclusion.

Principal responsibilities

1. To support students and colleagues within and beyond the classroom and ensure the smooth running of the Academy systems.
2. Responsibilities will include assisting the CE Academy Headteacher and working either under his/her day to day management or that of a member of the Senior Leadership Team or the Budget Manager to promote the philosophy of the Academy. The Support Assistant will contribute to the overall development of the whole Academy approach.
3. Use general clerical and administrative skills and software to assist the work of the Academy.
4. Work independently or with others as a member of a team.
5. Participate in the Academy appraisal scheme.
6. Act as appropriate adult role model to young people exhibiting social, emotional or behavioural difficulties.
7. Use a range of skills to assist pupils within and beyond the classroom under the direction of a teacher.
8. Liaise and work with other professionals, agencies, parents and carers as appropriate and maintain confidentiality of information at all times.
9. To ensure equality of opportunity and inclusion in education for all pupils.
10. To undertake any other duties appropriate to a post of this grade as may be required from time to time.
11. Postal and telephone services, processing of standard forms, word processing, transferring information, photocopying, maintenance of diaries, filing, dealing with standard enquiries /contacts.
12. Undertake reception duties.
13. Manage stock control and inventory in keeping with Academy requirements.
14. Update timetables and organise transport arrangements for pupils.
15. Order and distribute free school meals.
16. Check and action follow-up on pupil absences according to Academy procedures
17. Undertake professional development.

18. Assist in the preparation of classroom materials and other resources and assist with the
19. Supervision and direction of pupils at all times, especially at lunch and break times.
Arrange and accompany pupil visits.
20. Assist in the maintenance of pupil computerised and manual records including maintaining attendance registers.
21. Contribute to reports and reviews on pupils as requested and attend and contribute to team meetings and daily briefings.
22. Record and administer Academy financial systems. Undertake book-keeping and balancing of accounts, maintenance of imprest account and petty cash system, account reconciliation, bank records, post book etc using information technology systems as appropriate.
23. Provide continuity of adult support at a named Academy site.
24. Act as key holder and maintain security at work.
25. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
26. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the Academy.
27. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

Other specific responsibility

To be aware of all CE Academy Policies and Procedures and fully familiar with:

- **Code of Conduct for Staff**

in relation to **safeguarding children and staff** and with all associated policies, including:

- The CE Academy Safeguarding Policy (Prevention, Practice and Procedures)
- Preventing Extremism and Radicalisation - Guidance
- Acceptable Use Policy (Internet Safety)
- Anti-Bullying
- Restraint

In addition, you need to be fully familiar with the following DfE publications - go to:

www.gov.uk – search by name of document

- *Keeping Children Safe in Education (part one) (September 2019)*
- *Keeping Children Safe in Education – Annex A*
- *Information Sharing (March 2015)*
- *What to do if you're worried a child is being abused (March 2015)*

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

Post Title	Support Assistant
Grade	

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<ul style="list-style-type: none">▪ Current driving licence, access to own car and agreement to use for work purposes▪ Good standard of spoken and written English▪ This post requires satisfactory clearance of a criminal records bureau disclosure	<ul style="list-style-type: none">▪ Evidence of external examination successes
Experience and Knowledge	<ul style="list-style-type: none">▪	<ul style="list-style-type: none">▪ Administration▪ Book-keeping/use of spreadsheets/computerised accounting▪ Education support work▪ General office work▪ Reception work▪ Working with young people

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Ability and Skills	<ul style="list-style-type: none"> ▪ Able and willing to offer transport to pupils as appropriate ▪ ICT skills ▪ Demonstrate good communication skills both written and oral ▪ Effective team and independent working ▪ Present a wide range of work appropriately and well ▪ Prioritise conflicting demands on time ▪ Relate effectively to a range of people who are sometimes challenging ▪ Use initiative and take decisions at appropriate levels when necessary ▪ Use limited resources to maximum effect ▪ Clear commitment to CEC ethos ▪ Flexible, adaptable and responsive ▪ Keenness to extend existing skills and learn new ones ▪ Positive ▪ Realistic ▪ Reliable and responsible ▪ Tactful, diplomatic ▪ Ability to work closely as a member of a team ▪ Ability to work under pressure ▪ Assertive and supportive ▪ Deal sensitively and professionally with confidential matters ▪ Pay attention to detail ▪ Relate effectively to people and work well with them ▪ Respond to difficult situations as a reasonable and mature adult ▪ Stay calm in a crisis ▪ Tolerant and realistic ▪ Trustworthy, dependable and discreet 	<ul style="list-style-type: none"> ▪ Knowledge of Microsoft Office ▪ Financial/budgetary administration/management skills/experience ▪ Good levels of numeracy and literacy ▪ Process complex information effectively ▪ Type/word process/use of spreadsheets accurately
Equal Opportunities	<ul style="list-style-type: none"> ▪ Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs 	