



# Hazelwick School

An Academy



<b>JOB TITLE:</b>	<b>Support Worker</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Design Technology Assistant Headteacher</b>
<b>GRADE:</b>	<b>3</b>
<b>HOURS:</b>	<b>33.75 Hours per week, Monday to Friday, term time, plus INSET days. Additional hours to be worked to cover after school events i.e. staff meetings, parents'/carers evenings, and open evening.</b>

**Overall purpose of the role is to:**

- **provide assistance and support to a teacher who requires help with their daily activities in school due to a physical disability. This will include personal, mobility, classroom, administrative and IT support as required.**

**Responsibilities will include:**

- assisting the teacher in accessing the premises (transfer from car to department and return to car) and physically assisting the teacher around the site (including opening doors, helping with slopes and uneven surfaces)
- assisting the teacher in preparing for all aspects of the school day
- supporting daily school routines and personal tasks
- assisting the teacher during lessons
- administrative tasks to include: organising papers and exercise books, photocopying, preparation and distribution of resources for use in lesson, meeting notes, support with record keeping.
- moving objects as required, including books, chair and laptop and other manual tasks.
- preparing and maintaining aid equipment as directed
- setting up voice aid and equipment in the design technology classrooms
- assisting with access to toilet facilities (*no personal care required*)
- assisting with access to lunch, refreshments and medication during the day
- taking responsibility for evacuation of students during a fire alarm
- assisting the teacher to deliver and receive staff training and participate in parents' evenings and other evening events to promote the school.
- Assisting in other areas of the school in the event of the teacher's absence.

**Knowledge, Skills and Experience:**

- Personable with good communication skills
- Compassion, patience and a positive attitude, an ability to build a good working relationship
- Experience of adult social care/care experience or relevant 1-2-1 assistance is desirable
- Ability to work in a school and classroom setting
- Intuitive ability to understand medical conditions and symptoms
- First aid training
- Adaptability and willingness to be flexible in a school setting
- Record keeping, administration experience
- Ability to work both independently and as part of a supportive team

**Safeguarding**

Hazelwick School is committed to safeguarding and promoting the welfare of children and young people and communicates a clear framework to employees. Safeguarding is a key aspect of every role at Hazelwick and all staff must have read and be fully aware of the Child Protection Policy.

**Other Requirements:**

- be committed to inclusive education
- contribute to the provision of an efficient and effective learning environment
- maintain confidentiality at all times
- be aware of and adhere to all School policies and procedures

**The Support Worker will carry out such other duties as may be required**

*Last updated: July 2025*