



ST. ANDREW'S CE (VA) JUNIOR SCHOOL



JOB DESCRIPTION

POST TITLE: **Support Assistant**

GRADE: **Scale 2** (SCP 11 – 13).

RESPONSIBLE TO: The Headteacher

PURPOSE OF THE JOB

To work under the direct instruction of teaching/senior staff in the classroom, to support access to learning for pupils.

To provide general support to the class teacher in the organisation and management of pupils and the classroom ensuring the appropriate support for each pupil dependent on their individual planned needs eg those with learning difficulties.

MAIN DUTIES AND RESPONSIBILITIES

Support for the Pupil

1. To work with individual or groups of pupils to support learning as directed by the teacher (including off site provision) including intervention programmes as appropriate.
2. To support working relationships with pupils, acting as role model and setting high expectations.
3. To meet the personal and physical needs of pupils whilst encouraging their independence.
4. To facilitate pupil access to specialist provision as indicated by the pupil's statement.
5. To develop a range of learning support materials and resources (adapting where appropriate for individual pupil needs) eg literacy and numeracy.
6. To work with individuals or groups of pupils in the use of ICT to support learning.
7. To monitor and give feedback on the progress of the pupil in regard to the objectives in their plan.
8. To hear children read, support guided reading activities and maintain records.
9. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
10. To encourage pupil participation in school activities and interaction with others.

Support for the Teacher

1. To support the teacher in creating a stimulating learning environment ie making displays, sourcing and preparing resources, photocopying and routine support etc.

2. To work under the direction and guidance of the teacher in the development and delivery of personalised programmes of support for individual pupils.
3. To work under the supervision of the class teacher to support learning, social, emotional and physical development of the pupils.
4. To contribute to the maintenance of pupil progress records including behaviour plans.
5. To participate in the evaluation of the support programme.
6. Provide support to the teacher in the management of pupil behaviour and restorative approaches.
7. To work under the direction of the teacher in relation to supporting pupil record keeping.

General

1. To support the climate for learning and culture of achievement and high expectation.
2. To work collaboratively with school staff, parents/families and other agencies to ensure all interventions achieve the shared objective.
3. Attend meetings as required by the line manager.
4. To work within the team and share good practice.
5. To take part in any CPD and appraisal activities appropriate to the role.
6. Support the development and implementation of initiatives and policies eg data protection, safeguarding, health and safety.
7. To respect the confidentiality of all pupils by using the school protocols for sharing information.
8. The postholder will be required to undertake any other professional duties as required by their line manager.