

## **JOB DESCRIPTION**

<b>Post title:</b>	Support Assistant Level 1
<b>Academy:</b>	Thomas Walling Primary Academy
<b>Reporting to:</b>	Head of School
<b>Salary/Pay range:</b>	£17,711 full time equivalent, actual salary £15,395
<b>Hours of work:</b>	37 hours per week, term time only plus 3 training days

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### **Purpose of Job**

To assist in the education of pupils within the academy and provide general support for the school.

### **Main Duties and Responsibilities**

#### **General**

- Supporting in the general management of the classroom and other areas of the school as directed by the senior leadership team or person with delegated responsibility.
- Undertaking activities, as directed by the teacher or senior leadership team, with individuals or small groups of pupils.
- Providing clerical/admin support, e.g. photocopying, typing, filing, collecting money etc.
- Supervising groups or a class of pupils alone and participating in general activities including giving sensitive support and intervention in children's play and learning.

#### **Classroom/Environment Organisation**

- To be responsible for the organisation and maintenance of the classroom and the wider environment, setting out, clearing away and care of resources to create a tidy, purposeful and attractive learning environment.
- Assisting in the preparation, maintenance and repair of books, apparatus, and equipment, to include cataloguing and stocktaking of all resources.
- Preparing pupils' work for display in the classroom and around the school and to assist with the ongoing maintenance and update of classroom and environment displays.

#### **Pupil Support**

- Working with pupils directly on curriculum related tasks under the direction of the teacher.
- Support children across the school with Special Educational Needs.
- Giving relevant feedback to the teacher regarding the educational, social, emotional and physical needs of pupils, thus offering the teacher support in their assessment.
- Following school policy documents and schemes of work to keep updated with school documentation.
- Using technology, as required, to support children's learning.

#### **Welfare and Other Duties**

- Assisting in the supervision of pupils particularly at lunchtimes, break periods, during PPA and at the beginning and end of sessions.
- Attending to sick or injured pupils.
- To promote and implement the School's Equality Policy in all aspects of employment and service delivery.

**Health and Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

**Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2016 where required.