Support Assistant

JOB DESCRIPTION

GRADE 2, (points 3 - 4)

ORGANISATIONAL RELATIONSHIPS:
The post holder will be line managed by the Class Teacher.

DESCRIPTION OF ROLE:
These positions were created to support a range of children with differing medical and physical needs in our rapidly expanding and popular school and the postholders may be required to work across a number of classes with differing age groups. Postholders will support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher. The role will also depend on the needs of the child/children, but may involve some or all of the following:

DUTIES AND RESPONSIBILITIES OF THE ROLE

1. Work with individual pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher and other agencies involved.
2. Liaise with staff and other relevant professionals and provide information about pupils as appropriate
3. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
4. Support pupils to understand instructions and support the independent learning and inclusion of all pupils, encouraging them to be confident and independent
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

Support Assistants will be expected to:

- Assist pupils with all aspects of their personal care whilst maintaining privacy at all times.
- Assist pupils in using their personal mobility aids, ensuring the care and maintenance of these aids.
- To escort pupils around school as necessary
- To understand, contribute to and be familiar with the pupils care plans and individual education plans
- To complete accurate and effective written records as instructed
- To report any incidents or occurrences to the appropriate key worker
- Build relationships with pupils, their families and other relevant professionals
- Support children in all aspects of their school life
- Help children with a range of physical tasks

- Establish work routines that help pupils with their daily activities
- Work as part of a team with other staff, families and relevant professionals
- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities for individual children or small groups.
- Assist with escorting pupils on educational visits or residentials in and out of school hours, possibly involving an overnight stay.
- Support pupils in using basic ICT
- Assist pupils with eating, dressing and support their basic hygiene needs, as required, whilst encouraging independence.
- Adhere to the child's individual care plan, ensuring their educational, social, behavioural and personal well-being.
- Manage individual children's medical needs in line with their care plans which may include carrying out invasive procedures, for which full training will be given.
- Administering medication as necessary following appropriate communication with parents/guardians and other relevant professionals and in line with school procedures and policies.
- Support children during therapy sessions
- Assist pupils in accessing schemes of work and programmes set by teaching staff;
- Support pupils' in their individual learning and development by enabling them to access the learning environment.
- Assist the teaching staff in the smooth transition between educational phases;
- Contribute to the preparation of reports on pupils' performance, and contribute to the maintenance of pupils' records;
- Liaise effectively with parents and other parties, as required.

In addition, support assistants will be required to:

- Act in accordance with school and legal requirements; fostering standards of care that comply to the values of the academy
- Acknowledge and comply with policies and procedures relevant to child protection and health and safety.
- Maintain confidentiality at all times
- Attend and participate in staff meetings as required
- Attend mandatory training and other training identified to enable you to fulfill the role
- Participate in performance management systems
- Implement the equal opportunities policy into daily activities
- Be familiar with Pupils Personal Evacuation Plans
- Report any accidents or illness of an infectious nature
- Comply with the academy's health and safety procedures
- Undertake any duties as requested by the Headteacher