HEAD TEACHER: MR C P MADDISON
DEPUTY HEAD: MR B LAURIE
CHAIR OF GOVERNORS: MR P NAYAK

RAVENSWOOD ROAD, HEATON
NEWCASTLE UPON TYNE
NE6 5TU

Job title: Support Assistant – Level 2

Grade: N3 – Job Evaluation A1031

Responsible to: The Headteacher, or other designated teacher

Responsible for: N/A

Supervisory responsibility: None

Main purpose of the job

- To provide classroom support duties including curriculum related tasks under the direction of the teacher and responding to pupils' social, emotional and physical needs.

Duties and responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

General

- Supporting the teacher in the general management of the classroom.
- Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
- Providing clerical/admin support, eg photocopying, typing, filing, collection of money, administer coursework and exams.
- Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.
- Undertaking routine invigilation and marking.

Classroom Organisation

- To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a 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.
- Demonstrating creativity in assisting with the practical resourcing of the classroom.

Pupil Support

- Working with pupils directly on curriculum related tasks under the direction of the teacher.
- Assisting in the delivery of all aspects of support to pupils including assessment, recording and reporting procedures and maintenance of Individual Education Plans (IEP's) under the guidance of a designated teacher.
- Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- Assisting with monitoring and evaluating the learning environment provided for the pupils in his/her care and use this evaluation to help make necessary changes and developments within the classroom.
- Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

Welfare and other duties

- Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
- Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- Providing of general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This might include attending to sick or injured pupils, taking sick pupils home and investigating reasons for absence.
- May be required to administer medication to pupils by agreement with the jobholder in accordance with the school's policy on this issue.
- To promote and implement the Council's Equality Policy in all aspects of employment and service delivery

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Child Protection

- Promote the safeguarding and welfare of children and young persons the post holder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.

Safeguarding children and Safer recruitment

Ravenswood Primary School is committed to safeguarding and promoting the welfare of children and young people in our school and expects all staff and volunteers to share this commitment. All appointments will be subject to an enhanced Disclosure and Barring service check (with a children's barred list check).

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Person Specification

Essential	Desirable
Qualifications	
• Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency	• First Aid Training
Experience	
• Experience of supporting children in a learning environment • Experience of classroom organisation • Experience of administrative and clerical duties in a school or office environment	
Knowledge and Skills	
• Knowledge of national/foundation stage curriculum • Experience of using ICT to support pupils in the classroom • Able to use language and other communication skills that children can understand and relate to • Able to empathise with the needs of children and in particular able to establish positive relationships with pupils • Able to consistently and effectively implement agreed behaviour management strategies • Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs • Able to work within and apply all relevant school policies and schemes of work • Able to supervise groups of pupils • Able to carry out and report on systematic observations of pupils' knowledge, understanding and skills • Able to undertake routine invigilation and marking • Able to work effectively as part of a team • Committed to achieved further professional development • Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: ▪ motivation to work with children and young people	• Knowledge of SEN Code of Practice

▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline ▪ able to work in partnership with other agencies	
Personal Qualities	
• Willingness to support the Headteacher's vision of continual improvement • Demonstrate a positive attitude and high levels of motivation	• Sense of humour • Resilience
Other	
• No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post • Commitment to pupils and families within the community	

Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed

1	Enhanced Certificate from the Disclosure Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)
6	A good attendance record