

Newcastle City Council - Job Description

Valour Multi Academy Trust – Beech Hill Primary School

Post Support Assistant Level 2

Grade N3

Responsible to Head Teacher or other designated teacher

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

This post will be primarily in Early Years and Key Stage 1

Main Duties - General

* Supporting the teacher in general management of the classroom.
* Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
* Providing clerical/admin support, e.g. 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.

Main Duties – 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 pupil’s work for display in the classroom and around the school.
* Demonstrating creativity in assisting with the practical resourcing of the classroom.

Main Duties – 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 the teacher.
* Giving feedback to the teacher regarding social, emotional and physical needs of pupils this offering the teacher support in their assessment.
* Assisting with monitoring and evaluation the learning environment provided for the pupils in his/her care and use this evaluation to help make the necessary changes and developments in the classroom.
* Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

Main Duties – Welfare

* 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 lessons.
* Providing 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.
* May be required to administer medication to pupils in accordance with the school’s policy on this issue.
* To promote and implement the School’s Equality Policy in all aspects of employment.
* The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons he/she is responsible for, or comes into contact with.