



Job Description

Job Title:		Departmental Support Assistant			
School:		Benfield School			
JE Code:	A4533	Evaluation:	391 points	Grade:	N4
Date:	September 2019		Status:	Final	
Responsible to:		Director of Learning - English, Maths or Science			
Responsible for:		N/A			
Job purpose:		To provide classroom support and supervise student learning, usually within English, Maths or Science, in close collaboration with other school staff to improve learner outcomes for progress, behaviour and attitudes to learning.			

Main responsibilities

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

1. Work as part of an integrated team to contribute to the school's priorities in respect of ensuring improved outcomes for learners including progress, behaviour and attitudes for learning.
2. Support the effective supervision and education of learners, usually within a designated department by:
 - organising an appropriate learning environment including setting out, clearing away and care of resources and equipment;
 - collating and organising resources prepared or provided by subject staff, selecting, adapting or preparing resources that match learner needs;
 - working with senior staff to assist with the planning of learning activities;
 - working directly with learners on individual or group work and other agreed learning activities under the direction of senior staff;
 - through appropriate interventions and providing effective personal support and guidance, enabling learners to improve their progress, behaviour and attitudes to learning;
 - contributing to assessment, recording and reporting procedures including preparing reports and reviews under the guidance of senior staff;
 - providing general care by responding appropriately to the needs of learners and ensuring their safety and welfare;
 - giving feedback regarding the progress of learners and their social, emotional and physical needs of learners;
 - preparing work and other resources for display;
 - assisting with the supervision of learners at break time and at the start and end of the school day around the school site; and

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- administering medication to learners in accordance with the school's policy and procedures (where the postholder has agreed to be the named volunteer for this task).

3. Establish productive working relationships with learners, acting as a role model and providing support, challenge and motivation as appropriate.
4. Undertake exam or assessment invigilation where required.

Trust responsibilities:

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.

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