



## Job Description

<b>Job Title:</b>		Support Assistant – Level 2			
<b>School:</b>		Central Walker Church of England Primary School			
<b>JE Code:</b>	A1031	<b>Evaluation:</b>	374 points	<b>Grade:</b>	N3
<b>Date:</b>	January 2007	<b>Status:</b>	Final		
<b>Responsible to:</b>		Headteacher or other designated manager			
<b>Responsible for:</b>		N/A			
<b>Job purpose:</b>		To provide classroom support duties including curriculum related tasks under the direction of the teacher and responding to pupils' social, emotional and physical needs.			

### Main responsibilities

The following is typical of the duties the postholder 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.

### General

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

### Classroom Organisation

6. To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
7. Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.

8. Preparing pupils' work for display in the classroom and around the school.
9. Demonstrating creativity in assisting with the practical resourcing of the classroom.

### **Pupil Support**

10. Working with pupils directly on curriculum related tasks under the direction of the classroom teacher.
11. 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.
12. Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
13. 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.
14. Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

### **Welfare and other duties**

15. Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
16. Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
17. 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.
18. May be required to administer medication to pupils by agreement with the jobholder in accordance with the school's policy on this issue.

### **Trust responsibilities:**

19. Work to fulfil the vision and values of the trust.
20. 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.
21. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.

22. 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.
23. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
24. Participate in appraisal, training and development and other activities that contribute to performance management.
25. Attend and participate in regular team and 1:1 meetings.