

## **JOB DESCRIPTION**

### *Pupil Support Assistant Including Midday Care Assistant Responsibilities*

#### **Severndale Specialist Academy Vision:**

Our children and young people are aged 2 ½ to 19 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioural difficulties arising from their condition; many have communication difficulties.

*EVERYONE VALUED....EVERYONE INCLUDED....EVERYONE LEARNING*

#### **Purpose of the Post:**

While working under the instruction of the teaching staff and nominated teaching assistants, a Pupil Support Assistant will support the personal needs of pupils and to support the teacher in the management of pupils. This will include the preparation and routine maintenance of resources / equipment.

A Midday Care Assistant will provide support for the play, welfare and feeding of an individual or small group of pupils.

#### **Duties and Responsibilities will include:**

##### *Support for Pupils*

- Attend to pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils, ensuring their safety and access to learning
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others, and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

##### *Support for the Teacher*

- Prepare the classroom as directed to support pupils in their lessons and to clear afterward - Assist with the display of pupil's work
- Ensure the timely and accurate preparation of routine equipment/materials as set out in instructions
- Be aware of pupil problems / progress / achievements, and report to the teacher as agreed
- Undertake pupil record keeping as directed for personal needs
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Provide routine clerical tasks e.g. photocopying, typing, filing, collecting money etc



***Support for the Curriculum***

- Support pupils in understanding instructions / routines
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment / resources as directed by the teacher, and assist pupils in their use
- Monitor and arrange the orderly and secure storage of stock and supplies

***Support for the School***

- Be aware of and comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the academy
- Facilitate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including lunchtimes

***Midday Care Assistant Responsibilities***

- Participate in play activities, whilst pupils are in recreation time
- To feed pupils following plans and procedures where necessary
- To provide intimate care for children under the direction of classroom staff
- To be flexible and understanding within the working environment

***Reporting***

- Responsible to the Class Teacher, Department Lead, Assistant Principal and ultimately the Principal

**Benefits of the Post:**

**Pupil Support Assistant:**

- The grade of the post is: Scale 4, Point 3 with a progression scale to Point 4.
- 12.5 hours per week
- 44.21 weeks per year

**Midday Care Assistant:**

- The grade of the post is Scale 4, capped at point 3
- 7.5 hours per week
- 43.21 weeks per year

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.