



Support Assistant Job description

Post: Teaching Partner

Pay: Grade 3 SCP 11 - 14

Responsible to: Member of the teaching team or SLT identified on staffing structure annually

Job Purpose

To have a role in supporting the academic and social progress, and emotional wellbeing, of children across the federation.

Main Duties

The particular duties of the Support Assistant will be determined by their line manager and will be arranged to meet the needs of the particular children being supported. This may include working with children with identified needs. Activities may be undertaken within the classroom or in an alternative location. The main duties are:

- To enhance the provision for learning by the class teacher by delivering planned support activities to individuals or groups of children.
- To respond positively to the physical, emotional and/or behavioural needs of children and to encourage participation and independence.
- To enable the learning of designated children with special needs through delivery of interventions as directed.
- To contribute to effective team practice by attending and participating, as required, in staff meetings and in-service training.
- To contribute to the quality of provision for children during breaktimes and during out-of-school activities.
- To carry out safeguarding responsibilities in line with the federation policy and the most recent publication of Keeping Children Safe in Education, logging behaviour incidents, pastoral updates and concerns using CPOMS (Child Protection Online Management System).
- To contribute to the production and preparation of teaching and display materials, including the preparation and/or modification of teaching materials to meet the needs of individual children or groups of children.
- To attend to children's personal needs, including social and health training, hygiene and basic first aid (this may include administration of medicines by agreement and subject to any appropriate training being provided).
- To be flexible in working arrangements in order to best meet the needs of children across the federation.

Supervision

General direction and work expectations will be provided by the relevant teachers (and SENCO in the case of children with SEN). The Teaching Assistant will be expected to be capable of working independently with individual children or groups of children either within the classroom or at some other location.

Responsibilities

The postholder must exercise responsibility for the welfare and safety of children at all times, intervening where necessary to ensure safe and proper conduct. The postholder must carry out safeguarding duties in line with the federation policy and the most recent publication of Keeping Children Safe in Education.

When working with groups or individuals, the TP may adapt tasks within the framework established by the relevant teacher, making modifications to timing and content to reflect progress made etc.

The TP may exercise delegated discretion over rewards/sanctions in line with the behaviour policy.

Physical Effort

Occasional lifting may be required to move equipment and resources but is not a significant factor.

Working Environment

Most activities will be undertaken within school premises. The postholder may occasionally be required to attend to children who have sickness or toileting problems. Some anti-social behaviour by pupils may be experienced.

Standards and quality assurance

- Support the aims and values of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend, support and participate in open evenings and children's performances.
- Uphold the school's policies and procedures
- Actively participate in staff training and implementation of initiatives.
- Engage fully with team and staff meetings.

Special Notes Or Conditions

The postholder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

Review

The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out. The job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the school.

Signed: **(Postholder)** **Date:**

Signed: **(Line Manager)** **Date:**
