Severndale
Specialist Academy

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.

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 e

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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 2, Point 3 with a progression scale to Point 4.
- 12.5 hours per week
- Term Time plus 1 week per year

Midday Care Assistant:

- The grade of the post is Scale 2, capped at point 3
- 7.5 hours per week
- Term Time only

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.

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The Learning Community Trust is committed to safeguarding and promoting the welfare of Children and young people. All post holders are subject to an enhanced DBS check (including a check on the children's barred list) for the successful applicant. References will be checked following the Learning Community Trust recruitment and selection process. We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.

For more information regarding our schools commitment to safeguarding, please see our website for our school policies - https://severndaleacademy.co.uk/our-school/policies/