Severndale
Specialist Academy

JOB DESCRIPTION

Pupil Support Assistant

Severndale Specialist Academy Vision:

We are committed to demonstrating our school vision of 'Enabling Communication, Independence and Enjoyment for Life' through our chosen school values of Communication, Independence, Wellbeing and Inclusivity. We strive to live these values throughout each school day.

Our children and young people are aged 2 ½ to Post-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 behaviour that can challenge, 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 support the teacher in the management of pupils. This will include the preparation and routine maintenance of resources / equipment.

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
- Use of manual handling techniques to support pupils' physical transfers, including hoisting when trained
- Maintain personal, pupil and environmental hygiene practices

Support for the Teacher

- 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

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

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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 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:

- Permanent Contract
- Pupil Support Assistant: Salary - Scale 2 (SCP 3-4)
- Contract – 20 hours per week / 5 days per week, Term Time plus 5 PD days
- Start: 10:00am. Finish: 2:00pm
- Access to the School Advisory Service & Bike to work scheme
- Continuing Professional Development
- Local Authority Pension Scheme

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.