

HOTSPUR PRIMARY SCHOOL
PHONICS SUPPORT ASSISTANT - JOB DESCRIPTION



POST TITLE:	Support Assistant Level 1
GRADE:	N2
RESPONSIBLE TO:	Headteacher and Governors of Hotspur Primary School through Deputy Headteacher
JOB PURPOSE:	To assist in the education of pupils' phonics learning
MAIN DUTIES:	The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

General

- Supporting the teacher in the general management of phonics teaching.
- Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
- Providing admin support e.g. photocopying.
- Supervising groups of pupils alone in a daily phonics sessions.
- Participating in general activities including giving sensitive support and intervention in children's play.

Classroom Organisation

- Responsible for the organisation, maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.
- Preparing pupils' work for display in the classroom and around the school.
- Demonstrating creativity in assisting with the practical resourcing of the classroom.

Pupil Support

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

Welfare and other duties

- Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
- Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- Providing 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.
- Administer medication to pupils in accordance with the school's policy and procedures.
- To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

Child Protection

- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.