

Job Description



Directorate:	Children's Services		
Post Title	Support Assistant – Level 1 A1032		
Evaluation	325 Points	Grade:	N2
Responsible to	Head Teacher or other designated teacher		
Responsible for	N/A		
Job Purpose	To assist in the education of pupils within the school		

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

(a) General

- 1 Supporting the teacher in the general management of the classroom.
- 2 Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
- 3 Providing clerical/admin support, e.g. photocopying, typing, filing, collecting money etc.
- 4 Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.

(b) Classroom Organisation

- 1 To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- 2 Assisting in the preparation, maintenance and repair of books, apparatus, and equipment, to include cataloguing and stocktaking of all resources.
- 3 Preparing pupils' work for display in the classroom and around the school.

(c) Pupil Support

- 1 Working with pupils directly on curriculum related tasks under the direction of the teacher.
- 2 Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.

- 3 Following school policy documents and schemes of work to keep updated with school documentation.

(d) Welfare and Other Duties

- 1 Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- 2 Attending to sick or injured pupils and taking sick pupils home.
- 3 Administer medication to pupils in accordance with the school's policy and procedures (only where the postholder, in accordance with the LEA guidance, has agreed to be the named volunteer for this task).
- 4 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

(e) 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.

January 2007