

**Job Description**

**Hawthorn Primary School**

Support Assistant Level 3

**Grade:** N4

**Responsible to** Head Teacher.

**Job Purpose** To provide classroom support duties within the Reception class including curriculum related tasks and small group work in close collaboration with other school staff.

**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**

* Supporting the teacher in the general management of the classroom.
* Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
* Providing clerical and administrative support, e.g. administering work and preparing work.
* Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children’s play.
* Undertaking routine assessments, observations and marking.

**(b) Classroom Organisation**

* Responsible for the organisation, classroom 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.

**(c) Pupil Support**

* Working with pupils directly on curriculum related tasks under the direction of the teacher.
* Contributing to the delivery of all aspects of the curriculum for pupils, including

assessment, recording and reporting procedures and the maintenance of Individual Education Plans (IEP’s), including the preparation of reports and reviews under the guidance of a designated teacher.

* Giving relevant feedback to the teacher regarding the social, emotional and

physical needs of pupils thus offering the teacher support in their assessment.

* Contributing to monitoring and evaluating the learning environment provided for

the pupils in his/her care and using this evaluation to help make necessary

changes and developments within the classroom.

* Working with teachers and other staff in planning the teaching programme and

associated activities.

* Taking an active role in liaising with external agencies and preparing reports for

and contributing to reviews.

* Following the school policy documents and schemes of work to keep updated with

school and National Curriculum documentation.

**(d) 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 (only where the postholder, in accordance with the LEA guidance, has

agreed to be the named volunteer for this task).

* 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.