

JOB DESCRIPTION

Job Title: Supply Care Assistant

Grade: Grade C: PT 3-4

Job Location: Hope Wood Academy

Responsible to: Head of Academy

Purpose of Job:

- To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of personal care needs and learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the academy's policies and procedures.

Principal Responsibilities

- Providing support for pupils, teachers and the whole academy as outlined below.

Main Duties

Support for the Teacher

- Assisting in the preparation and reproduction of learning materials and the management of resources.
- Assisting in the deployment and setting up of equipment and resources and making them ready for use in order to organise the teaching environment.
- Overseeing the care and cleanliness of the teaching environment, equipment, apparatus and materials.
- Assisting in ensuring that pupils adhere to the behaviour policy of the academy and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used
- Assisting in the preparation of display materials and the copying and duplication of teaching materials.
- Supporting teaching staff or senior colleagues with routine administration ie. filing reports, distributing leaflets and reports

Support for the Pupil

- Undertaking duties in connection with personal hygiene as directed by the teaching staff.
- Undertaking duties regarding the welfare of pupils including feeding, tube-feeding etc
- Assisting with distressed pupils under the general direction of teaching staff or other members of the support staff.
- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the academy base and in the local community.
- Supervising the use of equipment as required by pupils' needs, and support their participation in learning tasks and activities.

- Assisting in ensuring that the length of time spent on tasks and activities is consistent with the individual pupil's needs and according to instructions.
- Maintaining awareness of pupils' needs and targets.
- Having and applying a higher level of understanding of SEN, as determined by the SEN Code of Practice.

Support for the Academy

- Assisting in maintaining a safe environment for pupils and staff.
- Accompanying teachers and classes on educational visits as required.
- Assisting in the supervision of pupils during the day both indoors and in the outside environment as required
- Contributing to the whole Academy Self Evaluation process.

General Requirements

- Attending and participating in training and development activities as required.
- Participating in professional development and review.
- Assisting teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff.
- Being an effective role model for the standards of behaviour expected of pupils
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the Trust
- Undertake additional duties commensurate with the role, as directed by the Head of Academy and senior staff

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within academy's policies and procedures and being aware of legislation relevant to personal role and responsibility in the academy
- Recognising equal opportunities issues as they arise in the academy and responding effectively, following academy policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the academy.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Ascent Academies' Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.