

GENERIC JOB DESCRIPTION / PROFILE

POST TITLE :

**SUPPORT ASSISTANT
(Classroom / Administration)**

GRADE :

Band 2 – SCP 4

**REPORTING
RELATIONSHIP:**

The Support Assistant will be a member of a multi-disciplined team, under the leadership and supervision of senior staff

JOB PURPOSE :

To support with the care and welfare of children within the school and assist with the maintenance of a safe environment for pupils. You may also provide routine general clerical, administrative, financial support to the school

POST NO:

MAIN DUTIES/RESPONSIBILITIES

Classroom Support

1. Assisting with the care of sick children and those suffering from minor injuries.
2. Helping as and when necessary with children at mealtimes that may have difficulty or are unable to feed themselves.
3. Encouraging independence and self help skills in the bathroom.
4. Helping to remove and replace the children's outer clothing / aprons.
5. Encouraging independence and self-help skills and good standards of hygiene and personal cleanliness in children through practical assistance, social training and by providing a positive role model.
6. Assisting the teacher in the preparation and delivery of some activities.
7. Assisting the teacher and support staff with displays throughout the school.
8. Accompanying school parties on educational visits when required.
9. Encouraging acceptance and inclusion of children with special needs.

Administrative Tasks

1. Undertake reception duties, answering the telephone etc.
2. Provide clerical support e.g. photocopying, filing, update manual & computer record system, sort and distribute mail, collection and counting of monies for banking.

General Requirements

1. Attend and participate in training and development courses as required.
2. To have regard to confidentiality, child protection procedures, health and safety other statutory requirements and the policies of the governing body and local education authority.
3. This post has a high level of contact with, and responsibility for, children.
4. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
5. The post holder must carry out his/her duties with full regard to the School's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
6. Comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
7. Any other relevant duties commensurate with the grading of the post which from time to time may be required by the head teacher.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

GENERIC PERSON SPECIFICATION – CLASSROOM SUPPORT ASSISTANT

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education				D1	GCSE A* - C in Mathematics and English or Level 2 Basis Skills (Numeracy and Literacy) or equivalent	AF,C
				D2	NVQ Level 3 or equivalent	AF,C
				D3	Recognised First Aid qualification	AF,C
Experience & Knowledge	E1	Experience of working in an educational environment	AF,R,I			
	E2	Experience of working with children of relevant age	AF,R,I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Skills	E3	Ability to engage with a range of people, especially children.	R,I			
	E4	Ability to organise own workload.	R,I			
	E5	Ability to communicate both orally and in writing to a range of audiences.	AF,R,I			
	E6	Ability to deal flexibly with change of circumstance.	R,I			
	E7	Ability to work as part of a team.	R,I			
	E8	Ability to prioritise and work to deadlines	R,I			
Personal Attributes	E9	Ability to work unsupervised	R,I			
	E10	Ability to treat information in a confidential manner.	R,I			
	E11	Reliable, with a flexible approach to work	R,I			
	E12	Ability to demonstrate a caring disposition	R,I			
Special Requirements	E13	To comply with the Council's No Smoking at Work policy, Alcohol at Work and Health & Safety policies	I			
	E14	Motivation to work with children	R,I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E15	Ability to form and maintain appropriate relationships and personal boundaries with children	R,I			
	E16	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	R,I			
	E17	Suitability to work with children.	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references