Newcastle City Council

Job Description

Post Title: Support Assistant (Special Needs – VI/HI) HH340

Evaluation: 463 Points **Grade:** N5

Responsible to: Team Leader.

Responsible for: N/A.

Job Purpose: To provide classroom support to pupils through individual and small group work in close collaboration with other school staff and supporting professionals.

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 Arc or mainstream teacher, with individuals or small groups of pupils.

3 Provide clerical and administrative support, e.g. administer coursework and prepare work sheets.

4 Supervising groups of pupils alone and participating in general activities, including giving sensitive support and intervention in children's play.

5 Undertaking routine invigilation and marking.

(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.

4 Demonstrating creativity in assisting with the practical resourcing of the classroom.

(c) Pupil Support

1 Working with pupils directly on curriculum related tasks under the direction of the teacher.

2 Contributing to the delivery of all aspects of the curriculum and support 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.

3 Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.

4 Contributing to monitoring and evaluating the learning environment provided for the pupils in his/her care and using this evaluation to adapt, modify and differentiate within the classroom as necessary.

5 Working with teachers and other staff in planning the teaching programme and associated activities.

6 Taking an active role in liaising with external agencies and preparing reports for and contributing to reviews.

7 Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

(d) Specialist Skills

1 Providing classroom support to pupils with special educational needs or pupils whose first language is not English.

2 Providing and developing specialist support and communication skills as required e.g. sign language, bi-lingual support, Braille.

3 Support Arc teaching staff in developing and delivering training.

4 Create resources for pupils that encourage and support independent learning outside of the educational setting.

5 Working with other specialist staff delivering agreed programmes eg moving and handling skills, mobility, independent living skills.

6 Meeting the intimate care need of pupils.

7 Accompanying pupils on excursions and other extra-curricular activities.

8 To develop knowledge of appropriate technology eg FM systems, low vision aids, hardware and software.

(e) Welfare and other duties

1 Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.

2 Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.

3 Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This will include attending to sick or injured pupils, taking sick pupils home and investigating reasons for absence.

4 Administer medication to pupils in accordance with the school's policy and procedures (only where the postholder, in accordance with the LA guidance, has agreed to be the named volunteer for this task).

5 To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.

6 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.