******SMART Multi Academy Trust**

**North Fawdon Primary School**

**Early Years Support Assistant, L3**

**Post Title:** Support Assistant – Level 3

**Grade:** N4

**Responsible to:** Head Teacher or other designated teacher

**Job Purpose:** To provide classroom support duties including curriculum related tasks under the direction of the teacher and responding to pupils’ social, emotional and physical needs.

**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.

**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. displaying children’s work, photocopying etc
* Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children’s play.
* Undertake routine marking

**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.

**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 the Early Years Foundation Stage Framework.

**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 SMART Academy guidance, has

agreed to be the named volunteer for this task).

* To promote and implement the Academy’s Equality Policy in all aspects of

employment and service delivery.

**Child Protection**

* The postholder will have responsibility for promoting and safeguarding the welfare of children and young person that they are responsible for, or comes into contact with.

SMART Multi Academy Trust is an exempt charity and company limited by guarantee registered in England with company number 10257723. The company's registered office is Wyndham Primary School, Montagu Avenue, Newcastle upon Tyne NE3 4SB.