**12302  **

**Newcastle City Council Job Description**

**Directorate:** Children’s Services

**School:**

**Post Title** Support Assistant – Level 2 A1031 **Evaluation** 374 Points **Grade:** N3 **Responsible to** Head Teacher or Playgroup lead

**Responsible for** N/A

**Job Purpose** To provide classroom support duties including curriculum

related tasks under the direction of the Playgroup lead and responding to pupils’ social, emotional and physical needs.

**Main Duties:** The following is typical of the duties the post holder 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.

1. **General**
2. Supporting the Playgroup Lead in the general management of the classroom.
3. Undertaking activities, as directed by the Playgroup lead, with individuals or small groups of pupils.
4. Delivering interventions with individual children or small groups
5. Providing clerical/admin support, eg photocopying, typing, filing, administer assessments.
6. Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children’s play.
7. Undertaking routine invigilation and marking.
8. **Classroom Organisation**
9. To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
10. Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.
11. Preparing pupils’ work for display in the classroom and around the school.
12. Demonstrating creativity in assisting with the practical resourcing of the classroom.
13. **Pupil Support**
14. Working with pupils directly on curriculum related tasks under the direction of the Playgroup lead.
15. Assisting in the delivery of all aspects of support to pupils including assessment, recording, interventions and reporting procedures and maintenance of SEND Spiral of Support under the guidance of a designated teacher.
16. Giving relevant feedback to the teacher/playgroup lead regarding the social, emotional and physical needs of pupils thus offering the teacher/playgroup lead support in their assessment.
17. Assisting with monitoring and evaluating the learning environment provided for the pupils in his/her care and use this evaluation to help make necessary changes and developments within the classroom.
18. Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.
19. **Welfare and other duties**
20. Under Playgroup lead overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
21. Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
22. Providing of general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
23. To promote and implement the Council’s Equality Policy in all aspects of employment and service delivery.
24. **Child Protection**

The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

The post holder will demonstrate an understanding of the school’s safeguarding policy and ‘Keeping children safe in education 2021’ document.