

**Post Title:** Support Assistant – Level 3 **Job Ref no:** SNT2414

**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 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.

**General**

* Supporting the teacher in the general management of the classroom.
* Undertaking activities, as directed by the teacher, with the whole group, individuals or small groups of SEN pupils.
* Supporting language development through the delivery of interventions or alternative guidance as advised by outside agencies.
* 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.

**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 post holder, 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.