



Challenge, Equality & Opportunity

Havannah First School

Job Description

School: Havannah First School

Post Title: Support Assistant – Level 2 (A1031)

Grade: N3

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 and the needs of those with SEND.

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 and supporting learners, as directed by the teacher, with individuals or small groups of pupils.
3. Supporting classroom tasks and using technology.
4. Supervising pupils in the classroom, in intervention areas and around school, including lunchtime and playtime supervision.

b) Classroom Organisation

1. 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 and maintenance of classroom and school resources.
3. Assisting teachers with displays in classrooms and around 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 teacher direction.
2. Assisting in assessment, recording, reporting and maintaining Support Plans under teacher guidance.
3. Giving feedback to the teacher regarding pupils' social, emotional and physical needs.
4. Monitoring and evaluating the learning environment and supporting improvements and adaptations.
5. Following school policies and National Curriculum guidance.

d) Welfare and related duties

1. Supporting creation of a safe environment in and outside the classroom.
2. Supervising pupils at break times, lunchtimes and at the start/end of sessions.
3. Providing care and welfare, including responding to pupils' needs and attending to sick or injured pupils.
4. May be required to administer medication in accordance with school policy.
5. Following and Promoting the school's Equality Policy.
6. Following the school's Code of Conduct.
7. Maintaining a healthy, safe and secure environment in line with policies and procedures.

e) Child Protection and Safeguarding

1. Promote and safeguard the welfare of children and young people.
2. Follow all of the school's policies relating to safeguarding.