



## **WEST JESMOND PRIMARY SCHOOL JOB DESCRIPTION**

**POST TITLE:** Support Assistant – Level 2

**GRADE:** N3

**RESPONSIBLE TO:** Head of School / Assistant Head Teacher

**JOB PURPOSE:** To provide classroom and lunch time support duties including pre and post teaching tasks (under the direction of the teacher) as well as lunch time supervision role as outlined below

**MAIN DUTIES:** The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type 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 teacher, with individuals or small groups of pupils.
- 3 Providing clerical/admin support, eg photocopying, typing, filing, collection of money, administer coursework and exams.
- 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 assist with 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 Assisting in the delivery of all aspects of support to pupils including assessment, recording and reporting procedures and maintenance of SEND provision map 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 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.
- 5 Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.
- 6 During the lunch time period: helping to establish healthy eating routines; supporting children to develop physical dexterity and co-ordination when using a knife, fork and spoon; engaging the children in conversation about their food and healthy eating habits and finally promoting an orderly, clean and pleasant atmosphere for children to enjoy their lunch.

**d) 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 of 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 and investigating reasons for absence.
- 4 May be required to administer medication to pupils by agreement with the jobholder in accordance with the school's policy on this issue.
- 5 Actively promoting anti-discrimination practices and the School's/Council's Equal Opportunities Policy in all aspects of employment and service delivery.
- 6 Corporate Health & Safety statement
- 7 The postholder will have responsibility for promoting and safeguarding the welfare of children she/he is responsible for, or comes into contact with.