

JOB DESCRIPTION

COLLEGE	St Bede's Catholic College
JOB TITLE	Pupil Support Assistant
MANAGED BY	Ms C Hanley, Inclusion Manager
GRADE	Grade 7, point 18-21, £12,492 - £13,922 annually
HOURS	30 hours over five days per week Term time only plus 5 inset days

Purpose of the Job

To provide support for pupils outside and within the classroom on an individual or group basis under the general direction of the line manager.

Responsibilities

1. Support for children's learning by

- establishing a supportive and trusting relationship with pupils
- being aware of pupils' individual needs and the strategies most useful for addressing them
- helping pupils access the content of a lesson by providing differentiated accessible materials, clarification and explanation
- motivating pupils and building up their self-esteem
- helping with the recording of work
- encouraging and keeping on task those who find it difficult to concentrate
- helping pupils develop organisation skills to work towards becoming independent learners
- contributing to review meetings and monitoring procedures
- liaising with key workers, parents and outside agencies
- working on a one-to-one basis with pupils as appropriate, helping them to meet individual targets
- assisting with activities for supported pupils outside the classroom, supervising pupils at lunchtime and when visiting places outside college
- developing a knowledge of Literacy, Numeracy and other curriculum areas
- identify personal in-service training needs and attending courses as directed
- encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- employ strategies to recognise and reward achievement of self-reliance

2. Support for the learning environment by

- supporting teachers in the delivery of the curriculum
- assisting teachers in observing and assessing individual pupils
- identifying or designing suitable teaching materials
- providing regular feedback about pupils' progress
- liaising between pupil and teacher where appropriate
- assisting the teacher in the implementation of pupils' support plans
- attending relevant meetings, and keeping up to date with the day-to-day work of the college

- liaising with teaching and non-teaching staff with regard to preparation for, and working within, lessons
- providing objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- working with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- supporting the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress, achievement etc
- administering and assessing tests where appropriate

Care and support for children by

- Ensuring the health and safety of pupils in your charge and within the classroom
- Supporting in the maintenance of uniform standards
- Being aware of and supporting differences, ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils

General Accountabilities

- A. So far as reasonably practicable, the post holder must at all times promote safe working practices within their work areas.
- B. Work in accordance with college policies and procedures.
- C. Ensure that the output and quality of work is of a high standard and complies with the high expectation of the college for all employees.
- D. The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Grievance and Disciplinary Procedures and Contracts of Services.
- E. All employees participate in an annual review of performance and agree development targets.
- F. Undertake training appropriate to developing the role
- G. The Line Manager for this post will be the Special Educational Needs Coordinator/Inclusion Manager.

This job description sets out only the key outcomes required. It does not specify in detail the activities required to achieve these and will change in order to meet the needs of pupils and the college.