

# Support Assistant

## Level 2

### Job Description

<b>Post Title:</b>	Support Assistant Level 2
<b>Pay scale:</b>	N3
<b>Responsible to:</b>	Headteacher
<b>Job Purpose:</b>	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 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, as directed by the teacher, with individuals or small groups of pupils.
- 3 Providing clerical and administrative support, e.g. photocopying, typing, filing, collection of money, preparing worksheets, administering 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 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, 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 Individual Education Plans (IEP's) 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 your care and using 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.

**(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 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.
- 4 May be required to administer medication to pupils in accordance with the school's policy and procedures (only where the postholder, in accordance with the LEA guidance, has agreed to be the named volunteer for this task).
- 5 To promote and implement the Trust's Equality Policy in all aspects of employment and service delivery.

**(e) Child Protection**

The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for, or come into contact with.



**Milecastle Primary School, Hillhead Parkway, Newcastle upon Tyne NE5 1LH**