



SUPPORT ASSISTANT

JOB DESCRIPTION

JOB TITLE:	SUPPORT ASSISTANT
Reports to:	Teacher/Assistant Head Work under the direction of the class teacher
Salary scale:	NJC SP5-7
Weeks/year:	Term Time only including INSET days

General description of the post:

The purpose of the post is to support students with a range of special educational needs and to provide personal care and medical needs support. This could be working with either an individual or identified groups of students and this may include supporting students with challenging behaviour.

The main duties and responsibilities are to:

- Assist in the preparation and maintenance of basic classroom resources and equipment as directed by the Teacher and assist students in their use. Ensuring that the room is tidied at the end of the lesson.
- Assist student(s) with physical personal and medical needs as appropriate and agreed.
- Assist in the display of students work as directed by the Teacher.
- Provide support for student(s) emotional and social needs by encouraging and modelling positive behaviour in line with Venturers' Academy *Belonging, Behaviour and Engagement policy*, and demonstrating high expectations of work and behaviour.
- Provide students with practical assistance in the classroom (e.g. scribing, setting up equipment)
- Work with students to reinforce learning by practising skills already taught.
- Encourage students to interact with others and engage in activities led by the Teacher.
- Assist with the general pastoral care of the students.
- Support students in the use of ICT in learning activities.
- Support students on a one-to-one basis in a classroom situation, where appropriate.
- Assist in the planning of activities where appropriate.
- Assist with the supervision of students out of lesson time, as necessary for their safety.

General Accountabilities

- So far as reasonably practicable, the post holder must promote safe working practices by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Health, Safety and Welfare policy, departmental policies and codes of practice.
- Work in compliance with Codes of Conduct, Regulation and policies of Venturers' Academy and E-Act, and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.
- To cover for absent colleagues as requested.
- To undertake other duties that the Principal of the school/ academy may reasonably request.



Organisation

- To comply with policies and procedures relating to child protection and safeguarding, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the development and implementation of the overall ethos/work/aims of the school.
- To develop positive relationships and communicate with other agencies/professionals.
- To develop constructive relationships and liaison between managers/teaching staff and associate staff.
- To develop learning relationships with parents/carers.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of E-Act and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.



**SUPPORT ASSISTANT
PERSON SPECIFICATION**

CRITERIA	ESSENTIAL	DESIRABLE	SOURCES OF EVIDENCE
Qualifications	Educated to a good standard Relevant experience	Experience of working in the Care sector Recent and relevant professional development. Any other training relevant to this post e.g. positive behaviour management, Paediatric First Aid, etc. Willing to pursue further qualifications to support own professional development.	Application and interview
Experience	Experience of working effectively supporting children in a learning environment.	Understanding of principles of child development and learning processes and barriers to learning Experience of supporting children with SEND: Autism/Dyslexia/Speech Language/communication / Behaviour training	Application Interview
Professional Development	Commitment to continuing personal and professional development	Training in SEND Training in Behaviour Management	Application Interview
Knowledge & Skills	Good level of written and spoken English, numeracy and IT skills. Knowledge of positive behaviour management strategies. Ability to communicate effectively to a range of audiences (verbal, written	Ability to communicate in a language other than English.	Application Interview Assessment

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	<p>and using ICT as appropriate).</p> <p>Ability to maintain records and pupil files</p>		
Personal Qualities	<p>Energy, patience, a good sense of humour and enthusiasm.</p> <p>Ability to maintain confidentiality and work in line with relevant safeguarding policies and practices</p> <p>The ability to remain calm, be organised and flexible.</p> <p>Ability to work effectively in a team.</p> <p>Willingness to ask for support when necessary.</p> <p>The ability to establish and maintain effective and positive working relationships with parents and carers.</p> <p>The ability to maintain effective professional relationships with all members of a team.</p> <p>The ability to take initiative and deal with the unexpected.</p> <p>Experience of working in communities with diverse groups of pupils.</p> <p>Capability to show in the role high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.</p>		<p>Application</p> <p>Interview</p> <p>Assessment</p>

E-ACT is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and all appointments are subject to enhanced Disclosure & Barring Service (DBS) checks and satisfactory references.



E-ACT is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.