

Email: office@hvp.org.uk

Headteacher: Mrs Paula Chamberlain

Job Description – Support Assistant

1. Support for focus pupil(s)

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual child(ren).
- In conjunction with the classroom teacher and the inclusion team work with children who have additional, possible high, needs.
- Being involved in providing personal care (to include toileting and feeding) to children who require such support.
- Take responsibility for delivering learning activities with focus child(ren)/small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to pupils with significant care needs.
- Support pupils with significant development needs, eg cognitive ability, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

2. Support for the curriculum

- Support the school curriculum, including English and Maths learning.
- Provide targeted support to enhance learning and improve attainment

3. Support for the teacher

- Monitor progress and provide feedback to assist in developing Pupil Passports for focused child(ren) with special needs.
- Organise the learning environment and develop classroom resources as required.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings, as required.
- Assist in facilitating school events, eg school plays, events.
- Be punctual and professional at all times.
- Maintain confidentiality
- Any other task requested by SLT

5. Health, safety and discipline

- Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.

- Maintain good order and discipline among pupils in accordance with the school behaviour policy.

6. Variation Clause

- This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of School in consultation with the post holder.
- In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.
2. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.