

# **JOB DESCRIPTION**

<b>School:</b> The Castle School	<b>Grade:</b> B <b>Salary Range:</b> SCP 7 - 11
<b>Job Title:</b> Supply Support Assistant	<b>Responsible to:</b> Head Teacher / Deputy Head

## **JOB PURPOSE**

- To cover in the absence of a permanent member of staff on an as and when needed basis
- To provide practical support to the teacher/other teaching assistants/HLTA and pupils
- To consistently promote positive values, attitudes and behaviour
- To support pupils in their learning and development in small groups or with individual pupils as directed
- To help raise standards of achievement for all pupils
- To encourage the social and emotional development of pupils
- To encourage pupils to participate in all aspects of school life
- To help pupils to become more independent
- To ensure the safety and welfare of all pupils in line with our safeguarding policy

## **MAIN DUTIES AND RESPONSIBILITIES**

**Working under the direction and supervision of a qualified teacher or Higher Level Teaching Assistant or Higher Level Nursery Nurse:**

### **Planning & Expectations**

**Working within schools policies and procedures to:**

- Promote equal opportunities for all pupils
- To contribute to discussions, with the teacher and HLTA, on the development of work programmes, work activities and support programmes for pupils
- Contribute to the preparation of teaching resources and materials
- Provide feedback to pupils and the teacher
- To notify the designated lead for safeguarding of any concerns about pupils as they occur
- To follow the school code of conduct at all times

### **Teaching & Learning Activities**

- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Ensure that equal opportunities, bullying or harassment issues are dealt with appropriately as they arise in conjunction with the teacher/teaching assistant team
- To assist with the supervision of, and encourage good behaviour amongst, pupils
- Manage safely the teaching space and resources within the school
- To work with individuals or small groups under the supervision of the teacher

### **Professional Values & Practice**

- Have high expectations of all pupils and assist the promotion/reinforcement of pupils self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary

### **General**

- To maintain a safe environment for pupils, staff and visitors to the school
- Supervise pupils off site on school trips and other external visits
- To provide welfare support for pupils

### **Additional Duties**

**Any other duties, which reasonably fall within the purpose of the post, and which, may be allocated by the Teacher/HLTA. This may include:**

- Collecting money
- Chasing absences
- Preparing class lists
- Record keeping and filing
- Produce classroom displays
- Stock taking

- Support to incoming pupils on work experience placements at the school
- Responding to IT malfunctions by carrying out basic checks and where necessary requesting appropriate technical assistance
- Analysing attendance figures
- Supervise during the lunch break
- Collate pupil reports
- Administering and invigilating examinations
- Prepared to work in all areas of the school (as workload dictates) under the direction of the management.
- Any other duties as directed by the teacher/HLTA that is commensurate with the responsibilities of the role. This might include assisting children with personal cleanliness, dressing and undressing as appropriate

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

No direct budgetary responsibility

# PERSON SPECIFICATION

<b>School:</b> The Castle School	<b>Job Title:</b> Supply Support Assistant
----------------------------------	--

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications And Training</b>	<p>Basic literacy and numeracy skills</p> <p>Willingness to participate in a general TA induction programme</p>	<p>Qualified First Aider</p> <p>Willing to attend DfES 4 day Induction course</p>
<p><b>Competence Summary</b> (Knowledge, abilities, skills, experience)</p> <p>Progression through salary grades will depend on worker's ability to demonstrate competencies potentially those arrowed from 'desirable' to 'essential'</p>	<p>Good organisational ability</p> <p>Able to communicate effectively with children, parents and other staff</p> <p>Able to motivate and encourage pupils</p> <p>Awareness of child protection and bullying issues</p> <p>Awareness of, and ability to promote, the schools social inclusion policies and practices</p>	<p>Experience of working with children with special needs</p>
<b>Work-related Personal Requirements</b>	<p>Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs</p> <p>Professionally discreet and able to respect confidentiality</p> <p>Flexible approach to tasks</p> <p>Firm, sensitive and effective approach towards pupil discipline</p> <p>Willing to work as part of a team</p>	
<b>Other Work Requirements</b>	<p>Patient and resilient</p>	

H:/personnel/recruitment/recruitmentpacks/supplysupportassistant314/supplysupportassistantjd&ps.doc