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| **JOB DESCRIPTION** |  |

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| **School:** The Castle School | **Grade:** C**Salary Range:** SCP 3 - 5 |
| **Job Title:** Supply Support Assistant | **Responsible to:** 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
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| **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
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| **SCOPE OF JOB (Budgetary/Resource control, Impact)**  |
| No direct budgetary responsibility |
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| **PERSON SPECIFICATION** |  |
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| **School:** The Castle School | **Job Title:** Supply Support Assistant |
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| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications And Training** | Basic literacy and numeracy skillsWillingness to participate in a general TA induction programme | Qualified First AiderWilling to attend DfES 4 day Induction course |
| **Competence Summary**(Knowledge, abilities, skills, experience)Progression through salary grades will depend on worker’s ability to demonstrate competencies potentially those arrowed from ‘desirable’ to ‘essential’  | Good organisational abilityAble to communicate effectively with children, parents and other staffAble to motivate and encourage pupilsAwareness of child protection and bullying issuesAwareness of, and ability to promote, the schools social inclusion policies and practices | Experience of working with children with special needs |
| **Work-related Personal Requirements** | Actively enjoys working with children and has empathy with pupils and is sympathetic to their needsProfessionally discreet and able to respect confidentialityFlexible approach to tasks Firm, sensitive and effective approach towards pupil disciplineWilling to work as part of a team |  |
| **Other Work Requirements**  | Patient and resilient |  |

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