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| A close up of a logo  Description automatically generated | Job DescriptionBelay Support Assistant | A close up of a logo  Description automatically generated |
| **Title of post:** Belay Support Assistant**Salary scale:** Scale 3 Point 5 - 6 |
| **Contracted working weeks:** Term Time + 5 days.**Contract: Rolling fixed – one year** **Hours per week:** 34.5 hours**Daily working hours**Monday – Wednesday 8.30 am – 3.15 pm (to include 30 mins lunch break)Thursday - Friday 8.30 am – 4 pm (to include 30 mins lunch break) |
| General duties and responsibilities for the Belay Support Assistant.* To support the academy values and importance placed on academic success.
* To be a proactive and supportive member of our team.
* To welcome your cohort of students each morning to ensure that they have a smooth start to each day and check-in to close the day.
* Work with key staff and the students to gain a strong base on knowledge on the needs of individual students.
* Use this knowledge to support students within their learning environments.
* Be responsible for students who are not working to the normal timetable.
* Plan, prepare and deliver specified learning activities to individuals or small groups in the form of intervention sessions.
* Assess, record and report on development, progress and attainment.
* Liaise with staff and other relevant professionals and provide information about students as appropriate.
* Support students in social and emotional well-being, reporting problems to the teacher as appropriate.
* Support the role of parents/carers in students’ learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc.
* Contribute to the development of policies and procedures.
* Complete administrative tasks in support of the SEND team.

Additional Aspects of the role:* Promote the inclusion and acceptance of all students within the classroom
* Support students consistently whilst recognising and responding to their individual needs
* Encourage students to interact and work co-operatively with others and engage all students in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
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| Line manager (also responsible for performance management)* SENDCO.

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| Person Specification* Very good numeracy/literacy skills
* NVQ3 for Teaching Assistants or equivalent qualification or experience
* Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English, CACHE etc.
* Appropriate First Aid training or the willingness to be trained.
* Experience working with children of relevant age
* Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
* Understanding of principles of child development and learning processes Skills
* Can use ICT effectively to support learning
* Use of other equipment technology – video, photocopier
* Ability to self-evaluate learning needs and actively seek learning opportunities
* Ability to relate well to children and adults
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
* Have awareness at all times of child protection issues, informing the Designated Safeguarding Lead as the named persons of any concerns that they might have
* Be hungry to make a real difference.
* Be humble enough to accept feedback to continually improve.
* Have a firm, but fair approach to behaviour.
* Be calm and logical under pressure.
* To provide a positive role model through a commitment to high standards and smart, professional appearance.
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| Review arrangementsThis document will be reviewed following end of year performance management reviews. However, either party may raise issues at any time that is appropriate. |

Signed………………………………………………… (Post holder)

Signed………………………………………………….. Principal

Date………………………………………..

An electronic copy of this document will be kept with your personnel records.