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| A close up of a logo  Description automatically generated | Job Description  Belay 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 | | |
| Line manager (also responsible for performance management)   * SENDCO. | | |
| 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. | | |
| Review arrangements  This 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.