





Administrative Assistant

Job Description

Summer 2022

STATUS OF POST	Roles at this level will be expected to be able to plan and organise their own workload and /or activity on a day-to-day basis within clear procedures. They will need to understand the objectives of lessons/interventions sufficiently to allow them to support the work of others effectively. Entry to this level may be through some relevant work experience or specialist skills.
SALARY	PS4
HOURS	<ul style="list-style-type: none">▪ 20 hours per week▪ 39 weeks of the year▪ (12:00 – 4:00 Monday – Friday)
JOB FAMILY DESCRIPTION	The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.
ROLE PURPOSE	<p>Support children with social, emotional and behavioural difficulties to enable them to effectively access the curriculum. Encourage a learning environment throughout the school which allows children to acquire and develop emotional literacy skills.</p> <p>Key deliverables include:</p> <ul style="list-style-type: none">▪ Working with individuals or groups of children who are experiencing difficulties with emotional literacy or other aspects of school or home life.▪ Establishing supportive, caring and secure relationships with children, and to be available to offer individual support and someone for a child to talk to.▪ Develop knowledge of a range of learning and behavioural support needs and to plan, devise and implement appropriate programmes to help develop children's emotional literacy skills and emotional wellbeing.▪ Creating, developing and producing resources for use with intervention programmes, as appropriate.▪ Ensuring that all records and notes are kept up to date, distributed and filed in accordance with the school's procedures, and that appropriate levels of confidentiality are maintained.▪ Leading Lunch Club sessions as a means to develop positive play, behaviours and self-regulation▪ Working as directed by the SENCo/DSL and SLT, to support children in the above ways, either through regular interventions or ad-hoc sessions, as appropriate.▪ Liaise with the SENCo/DSL and SLT about any relevant matter, as appropriate
LINE MANAGEMENT RESPONSIBILITIES	N/A
ACCOUNTABLE TO & WORKING WITH	The post holder is responsible to the Deputy Headteacher. The post holder is also expected to interact with colleagues, children and outside agencies on a professional level in order to promote a mutual understanding of the school's vision, values and development. Parents and carers should also be proactively engaged at all opportunities. The post holder will be expected to network and liaise across the range of external providers, schools, community and role networks, to ensure a consistency of approach regarding standards, compliance and fulfilment.

Representative Accountabilities (Typical accountabilities within this role)	
Support delivery	<ul style="list-style-type: none"> ▪ Provide specialised support /interventions for individuals or groups. This may include leading on a specific allocated intervention, under the supervision of senior staff. ▪ Monitoring and assist with routine tasks such as cleaning equipment, tidying up and maintaining supplies of materials and equipment. ▪ May carry out personal care routines as appropriate. ▪ Care and respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs). ▪ May occasionally provide support with whole class supervision for teachers' planned lessons. ▪ Deliver specialist programmes of intervention (once trained)
Planning & Organising	<ul style="list-style-type: none"> ▪ Plan and organise own work and/or intervention to meet given priorities. ▪ Assess the range and volume of work to be undertaken for the days or weeks ahead and plan to ensure it is completed to time and to an appropriate standard.
Analysis, reporting and documentation	<ul style="list-style-type: none"> ▪ Maintain and submit records following relevant school policies & procedures. ▪ Liaise with class based staff about the themes of the sessions and share advice/resources regarding how pupils can be supported
Work with others	<ul style="list-style-type: none"> ▪ Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary. ▪ Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures. ▪ Liaise and work in partnership with key leads for other activities that may impact on own areas of responsibilities ▪ Embrace Supervision and networking opportunities with other ELSAs in the local area ▪ Close liaison and working relationships with the SENDCo, Home-School Link Worker to best meet the needs of the pupils
Duties for All	<ul style="list-style-type: none"> ▪ Values: To uphold the values, vision and behaviours of the organisation. <div style="text-align: center;">  <p>Governors' Vision</p> <p>To grow an outstanding learning community where we embrace and nurture the individual Everyone will have the confidence to embark upon future challenges Inspiring all to achieve</p>  </div> <ul style="list-style-type: none"> ▪ Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. ▪ Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate.