



## Job Description

**Post Title:** Progress Support Assistant (Level 2)

**Pay Scale:** Grade 3/4 (dependent on experience)

**Responsible to:** Assistant Vice Principal

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### Main Purpose of the Post:

- To assist in the planning, development and implementation of curriculum activities and to provide support to students.

### Principal Accountabilities:

- Assist students with personal self-care and medical needs.
- Assist in the development of differentiation for classroom activities.
- Support and implement intervention activities.
- Support students and provide pastoral and emotional support.
- Provide information on observed student welfare and progress to managers to inform meetings with external agencies when required including for SEND reviews and safeguarding meetings.
- Promote good student behaviour throughout the Academy.
- Support supervision of students in groups and in one-to-one activities in class.
- Support Special Educational Needs (SEN) students and attain expected progress.
- Support activities at lunchtime clubs.
- Undertake administrative tasks to support the Academy upon request.

### General

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not the change character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Act (1998). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Academy's Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of

him or herself. Specific details are outlined in the Multi Academy Trust's Health and Safety Policy.

- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

### **Knowledge, Skill and Experience:**

- Effective use of Progresso software.
- An in-depth knowledge and understanding in relation to specialist area of expertise, e.g. students with autism, moving and handling.
- Knowledge of child development and personal development needs.
- Knowledge of the implications of common disabilities in children for teaching and learning at Academy and for the families of those students.
- Excellent communication and interpersonal skills, including tact and diplomacy, patience and flexibility.
- Basic physiotherapy skills.
- Knowledge of first aid.
- Able to work as part of a team and use own initiative.
- Efficient and effective organisation and prioritisation skills.
- Effective administration skills and previous experience working in a school environment.
- Effective IT skills and experience in the use of Microsoft Office packages.
- Able to work in a challenging environment and meet deadlines.
- Knowledge of strategies which help and promote good behaviour and discipline.

### **Creativity and Innovation:**

- Monitor and respond to student personal needs, learning and behaviour at all times by making adjustments to supervised activities.
- Contribute actively to the planning and review of the differentiated curriculum and the individual education and behaviour plans through recommending changes in targets or provision to staff.
- Work to Multi Academy Trust policies and procedures as stipulated in the Academy Handbook.
- Develop and monitor the impact on progress of intervention activities when required.

### **Decision-Making:**

#### **Discretion:**

- Identify individual student needs and implement and ensure appropriate communication to staff.
- Amend behaviour strategies to resolve incidents.
- Manage own workload to ensure the effective administration and pastoral support in the Academy.
- Decide when it is necessary to implement agreed de-escalation strategies to minimise risks of student behaviour becoming disruptive or dangerous.
- Use discretion when to seek advice from line management, e.g. poor behaviour.

- Respond to on-the-spot incidents requiring immediate attention/decisions on and off the Academy premises and/or without direct contact with a Senior Member of Academy Staff.

**Consequences:**

- The safety and well-being of students.
- Have a positive impact on the quality of pastoral support offered to students.

**Contacts and Relations:**

- Contact on a daily basis with Executive Principal, Senior Leadership Team, Academy Staff and Governors for the exchange of information.
- Contact on a daily basis with students and parents to offer support and guidance.
- Contact with Line Manager and Senior Leaders to raise issues and report information.
- Contact with external agencies, including Educational Psychologists, autism experts, Social Services, IPASS etc.

**Responsibility for Resources:**

- Kindle (maximum value of £50) – not all post holders.

**Working Environment:****Work Demands:**

- Work is subject to interruption and internally fixed deadlines to ensure Multi Academy Trust policies and regulations are adhered to.
- Work is also subject to external deadlines which are non-negotiable and the Academy could incur financial penalties if not met.

**Physical Demands:**

- Work will require normal physical effort but with some occasional and substantial effort when supporting disabled students, including bending, crouching, lifting, standing and walking.

**Working Conditions:**

- Work will be undertaken in an office/school environment.

**Work Context:**

- Work is undertaken in an office/school environment and may be subject to challenge from parents and students
- At risk of infection when dealing with un-well students.

**Note:**

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

**Date of Job Description** .....

**Date copy sent to post holder** .....

**Staff signature** .....

**Line Manager signature** .....