|  |  |  |
| --- | --- | --- |
| **Job Description – Pupil Support Assistant**  **THE FRIARY SCHOOL**  **as part The Greywood Multi-Schools Trust**  **Actual Salary £17,980 - £20,249** |  |  |

**Statement of Purpose**

To help children and young people to develop their basic skills and overcome barriers to academic progress.

**Support to Pupils**

* To liaise with the teaching staff regarding best practice for helping pupils who are underachieving in identified areas of study.
* To assist in the identification of those children who would benefit most from help with basic skills or academic intervention and, working with others or independently, draw up and implement an action plan for each child or small group of children who need particular support.
* To develop an effective relationship with pupils needing particular support aimed at achieving the goats defined in the action plan.
* To maintain regular contact with families/carers of children in need of extra support, to keep them informed of the child’s needs and progress.
* Monitor homework and coursework completion for selected students.
* Remove disruptive pupils from classrooms as required by staff,
* To contribute to the provision of special programmes for identified pupils.
* To be responsible, under the oversight of the learning support co-ordinator, for drawing up the Individual Education Plans for identified pupils as required.

**Support to Strategic Management**

* To liaise with the senior leadership team and the learning support co-ordinator regarding best practice for helping pupils with underdeveloped basic skills.

 To liaise with the teaching staff regarding best practice for helping pupils who are underachieving in identified areas of study.

**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

* To promote and safeguard the welfare of the students you are responsible for or come into contact with.
* To be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To be aware of, support and ensure equal opportunities for all.
* To contribute to the overall ethos / work / aims of the school and Trust.
* To appreciate and support the role of other professionals.
* To attend and participate in relevant meetings as required.
* To participate in training and other learning activities and performance development as required.
* To assist with student needs as appropriate during the school day.

**Working Arrangements**

The post will operate term-time (39 weeks)

# Person Specification - Pupil Support Assistant

|  |  |
| --- | --- |
| Essential Criteria | Measured By |
| Experience  Experience of working in an education setting committed to the inclusion agenda.  Experience of working with pupils demonstrating challenging behaviour or dealing with disadvantaged circumstances.  Experience of helping pupils with underdeveloped basic skills. | A/I  A/I  A/I |
| Qualifications/Training  NVQ Level 3 or equivalent in relevant area. | A/I |
| Knowledge/Skills  Strong numeracy and literacy skills.  Ability to manage own workload and work on own initiative.  Ability to work constructively as part of a team.  Excellent interpersonal skills.  Good ICT and record keeping skills.  Ability to communicate effectively both orally and in writing.  Good organising, planning and prioritising skills.  Methodical with a good attention to detail.  Ability to relate well to children and to adults, Excellent communication skills. | A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| Behavioural Attributes  Identifies and promotes best practice and encourage the sharing of ideas.  Understands the schools development plan and how it relates to team and individual objectives,  Proactively seek opportunities to increase job knowledge and understanding  Requires minimum supervision  Identifies and overcomes barriers and manage risks  Demonstrates focused implementation of role and responsibilities Is accountable for own development.  Works with others to resolve differences of opinion and resolve conflict. | A/I  A/I  A/I  A/I  A/I  A/I  A/I |

Application / I = Interview