

Job Title: Pupil Support Assistant	Pay Scale: PPS 4
Normal Place of Work: Lincoln Academy	Line Manager: SENDCO
Role Summary: To support specific needs, in accordance with the requirements of students' individual SEN Profile/Education Health Care Plan/Statement within the classroom setting. To provide support to teaching staff by assisting in the delivery of class-based tasks, to groups or individual students.	

DUTIES AND RESPONSIBILITIES

1. Support the SENCO in matters concerning students with specific academic and social adjustment needs.
 - Carry out pupil observations to support initial identification and monitor student progress.
 - Provide student progress reports on a weekly basis for the SENCO.
 - Provide information for the SENCO to refer to at Parents' evenings.
2. Support in the classroom delivery of subject-based tasks to groups or individual students.
 - Support the subject teacher in the delivery of lessons to groups or individual students.
 - Participate in the preparation of the classroom.
 - Reinforce specific targets to address individual learning needs.
 - Provide useful learning strategies in order to develop a range of literacy and numeracy skills.
 - Reinforce study skills techniques to promote an independent style of working.
 - Assess and monitor student progress.
3. Assist in promoting development and learning (physical, emotional, educational, social)
 - Have familiarity with the relevant student profiles.
 - Encourage positive interaction, self-esteem and independent thinking.
 - Observe and record the development of students.
 - Carry out duties and monitoring of students throughout the Academy day, this includes break duty, lunch duty, and before and after school duty.
4. Participate in student review meetings, as required
 - Monitor and review student progress at agreed intervals.
 - Gather information from relevant colleagues.
 - Meet parents and external agency staff, as required.
 - Share class-based findings with SENCO.
5. Interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues with the Learning Support Department and provide any relevant training.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high-quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12-month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy Day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

PERSON SPECIFICATION – Pupil Support Assistant

		Essential	Desirable	How assessed
	QUALIFICATIONS			
1.	GCSE English and Mathematics Grade A-C or equivalent.	X		AF / Cert
2.	Level 2 IT qualification/experience or equivalent.	X		AF / Cert
3.	NVQ qualification or working towards.		X	AF/Cert
	KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)			
4.	Experience of working with students.	X		AF/IV
5.	A knowledge and understanding of student intervention techniques.	X		AF/IV
6.	Experience of supporting groups of students as well as students on a one to one basis.		X	AF/IV
	SKILLS AND ABILITIES			
9.	Ability to motivate students, good interpersonal skills.	X		AF/IV
10.	Must accept and actively support the Federations agreed values.	X		AF/IV
11.	A high level of communication skills.	X		AF/IV
12.	Flexible with a willingness to adapt working patterns to fit the needs of the Academy.	X		AF/IV
13.	A commitment to equality, diversity and inclusion.	X		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV

=

Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert

=

Certificate checked at interview

R = Skills assessed via References

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....