

Job Description for the post of: Pupil Support Officer				
Grade: C (SP 3 - 5)	Duration	Permanent	Full or Part time	Part-time (Term time, plus one week)
Actual hours: 29 hours per week				
Staff responsibility: None	Number of staff directly supervised: 0	Line manager:	Emma Davis	
<p>The purpose of this job is:</p> <p>To work with and support pupils with Special Educational Needs and Disabilities (SEND) as a member of the Pupil Offer Team. To ensure students with additional needs are fully included in the life of Witton Park Academy Community and have equal opportunity to fulfil their full potential, promoting the inclusion of all pupils.</p>				
<p>Key duties:</p> <ul style="list-style-type: none"> ● Working under the direction/guidance of the SENCO and/or designated class teacher to supervise and provide support for pupils with additional needs, including (but not exclusively) those with an Educational Health Care Plan (EHCP) or Individual Pupil Resource Agreement (IPRA), plus any pupils with physical, medical and social needs. ● To deliver interventions to pupils before, during or after school as directed by the SENCO or Senior Leadership Team. ● To support the pupil(s) in the development of skills, e.g. basic literacy and numeracy skills, ICT skills, communication skills; play and social skills; self-help skills; and emotional development whilst supporting their access to the curriculum through clarification and reinforcement of the subject matter. ● To liaise closely with the class teacher and any external professional as appropriate to support the implementation of any special programme(s) or Individual Educational Plan (IEP) or Pupil Support Plan (PSP) designed for the pupil. ● To monitor and maintain high quality records of in-class support and of pupil progress and report on any achievements, needs or developments. ● To actively encourage independent learning and social skills of pupils in a class. ● To prepare suitable work and differentiate learning resources, to enable the pupil(s) to access the learning activity at their appropriate level of understanding. ● To establish a good relationship with parents/carers and to provide information and feedback where appropriate. Supporting the school's home/school liaison policy. ● To encourage pupil(s) to engage in activities led by the teacher, promoting pupil self-esteem and independence through praise and use of the school reward system. 				

- To attend relevant meetings and participate in training opportunities and performance development as required.
- To undertake any other broadly analogous duties.
- To create and maintain an orderly and supportive environment by ensuring pupils are supported in form time to be prepared for the school day:
 - Check pupil(s) understanding of the timetable;
 - Check pupil(s) are aware of changes to the day e.g. staff absence, events in school
 - Check pupils have the necessary equipment for the day
- Work closely with teaching staff by assisting with marking of pupil's work, preparing lesson resources, providing minimal clerical support and promoting good pupil behaviour.

Note: In addition other duties at no higher level or responsibility may be interchanged with/added to this list as required.

School

- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To work as part of a team and support the role of other people in the team.
- To attend and participate in meetings, training and other learning activities as required.
- To assist with the supervision of pupils out of lesson time, including before and after school, if appropriate, and within working hours.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To ensure that personal development is addressed through accessing appropriate development opportunities and to share learning with others.

Common Core of Skills and Knowledge for the Children's Workforce

The Common core covers six themes:

- Effective communication and engagement with children, young people, parents and carers.
- Child and young person development.
- Safeguarding and promoting the welfare of the child.
- Supporting transition.
- Multi-agency working.
- Sharing information.

Reviewed by:

E.Davis

Date:

February 2023

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.