



Job Description: School Support Assistant

POST:	School Support Assistant
RESPONSIBLE TO:	Assistant Principal – Curriculum
SALARY:	Grade 2 Pro Rata
KEY RELATIONSHIPS:	Principal, Senior Leadership Team, SLT Lead Secretarial, Heads of Year, Form Tutors
LOCATION:	Bishop Walsh Catholic School
WORKING PATTERN:	22.5hrs – term time only
DISCLOSURE LEVEL:	Enhanced – BWCS School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	1. Regularly supervised with work checked by supervisor 2. Left to work within established guidelines subject to scrutiny by supervisor 3. Plan own work to ensure the meeting of defined objectives

Members of staff at BWCS will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

Job Description – School Support Assistant (Grade [insert grade])

Overall Purpose of the Role

To support the smooth day-to-day running of the school by assisting across lunchtime supervision, the Food Technology department and administrative tasks. The role contributes to a safe, positive and well organised environment for pupils and staff.

1. Food Technology Support Assistant

Purpose:

To support teaching staff in the Food Technology department and work under the direction of the Head of Food Technology to ensure effective and safe practical lessons.

Key responsibilities:

- Work under the direction of the Head of Food and support Food teachers
- Prepare ingredients, equipment and resources for practical lessons
- Assist pupils during practical activities under teacher supervision
- Maintain high standards of hygiene, health and safety in the Food Technology area
- Clean, clear and reset workstations and equipment after lessons
- Support stock control and report shortages or maintenance issues

2. Administrative / Photocopying Support

Purpose:

To provide practical administrative support to staff to help ensure effective teaching and learning.

Key responsibilities:

- Produce photocopying and printed resources for staff
- Prepare classroom materials such as worksheets and displays
- Order and manage paper, card and basic stationery supplies as required
- Support general administrative tasks when required
- Maintain confidentiality when handling school information
- Keep resource, stationery and photocopying areas organised and well stocked

3. Lunch Duty Supervisor

Purpose:

To supervise pupils during lunchtime ensuring their safety, well-being and positive behaviour.

Key responsibilities:

- Supervise pupils in dining areas, playgrounds and school site

- Promote positive behaviour and follow school behaviour policies
- Deal with minor incidents calmly and consistently
- Support pupils with social interaction and settling routines
- Ensure safeguarding procedures are followed at all times

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Headteacher or the post holder

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

All persons are expected to respect the confidential nature of matters relating to all stakeholders. Staff are expected to follow all regulations set out by the school regarding Data Protection in accordance with GDPR

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such **other duties as may reasonably be assigned by the Headteacher**. He/she is required to meet the standards set out in the school code of conduct.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant DBS checks.