

Job Title: Pupil Support Assistant	Pay Scale: PPS4
Normal Place of Work: The Priory Witham Academy	Line Manager: Head of Academy via Class Teachers
Role Summary: To provide support to Teaching staff across a range of child centered activities to promote child development and learning.	

DUTIES AND RESPONSIBILITIES

Key Responsibilities

- To provide support to Teaching staff across a range of child centered activities to promote child development and learning.
- To work with individual pupils having special or particular needs, in accordance with the child's statement where appropriate and/or groups of pupils as directed by the teacher.
- Assist in the preparation of a suitable learning environment for pupils, supplying them with necessary materials and equipment. Preparing pupils' work for display under the guidance of the teacher.
- Utilise appropriate language, interactions and positive behaviour management.
- Assist in supporting pupils' learning inside and outside of the classroom.
- Assist in monitoring pupil's needs and reporting these to the designated person.
- Assisting in keeping records as required by the Federation.
- Assisting in supporting those with special needs.
- Be familiar with all relevant statements of special educational needs specific to the child, or children you are working with.
- Assisting in promoting development and learning (physical, emotional, educational, social). Assisting in fostering growth, self-esteem and independence and assisting in observing and recording development. This may include taking photos, anecdotal notes and written observations.
- Assisting in carrying out reasonable daily personal care/hygiene duties and administer basic first aid.
- Assist with the movement of children in and around the Academy.
- To be available for the supervision of pupils at break and lunchtime duties and before and after school duties.

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			
GCSE or equivalent in both English and Maths.	√		AF / Cert
Level 2 IT qualification/experience or equivalent.	√		AF / Cert
Child protection		√	AF / Cert
NVQ level 3 Supporting Teaching and Learning in Schools (or working towards).		√	AF / Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Experience of working with students.	√		AF / IV
A knowledge and understanding of the pastoral needs of students	√		AF / IV
A knowledge and understanding of student intervention techniques.		√	AF / IV
Experience of supporting groups of students as well as students on a one to one basis.		√	AF / IV
Child protection and safeguarding experience.		√	AF / IV
Experience of leading and chairing multi agency meetings		√	AF / IV
Acting as a lead professional		√	AF / IV
Expertise in Early Years, Special Educational Needs and Emotional and Behavioral support.		√	
SKILLS AND ABILITIES			
Ability to motivate students, good interpersonal skills.	√		AF / IV
Must accept and actively support The Federation's agreed values.	√		AF / IV
A high level of communication skills.	√		AF / IV
The ability to adapt to meet the needs of the pupils.	√		AF / IV
Flexible with a willingness to adapt working patterns to fit the needs of the School.	√		AF / IV

*Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via test/work-related task

IV = Skill assessed via interview

Cert = Certificate checked at interview

Acceptance of the Job Description

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

Signed Line Manager:

Dated:

Signed Employee:

Dated.....