

## **Job Profile:** **Support Assistant**

Salary scale:	Grade B1, SCP 4 – 6
Working hours:	30 per week
Academy/department:	Lightcliffe Academy, SEND Department
Responsible to:	SENCo
Nature of contract:	Permanent, term time only, 38 weeks per year plus 5 days (39 weeks)

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### **Job purpose:**

- To provide supervision and learning support of students with special educational needs.

### **Job specific responsibilities:**

- To supervise students' work and prepare appropriate material for use in the classroom under the direction of the SENCo / Assistant SENCo and/or class teacher.
- To attend to general and specific welfare, social and medical needs relating to students' special needs including programmes to support social, emotional and mental health provision and oversee specific educational programmes and activities.
- To undertake a range of tasks in support of students' undertaking internal and external examinations.
- To record aspects of student learning and achievement as required and in accordance with school policies and procedures.
- To monitor, track and update learning plans, pupil passports and provision maps for key students.
- Support the school in other aspects of operations including tasks related to:
  - Student welfare, discipline and learning
  - Faculty and department general operations
  - Professional standards within the setting
- Supervise students eating/leisure at break times and lunch times. Post holders breaks and lunches to be taken flexibly.

### **Abbey MAT responsibilities**

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

*The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.*

## People Profile:

<b>Aptitudes, qualities and values:</b>	<b>Essential</b>	<b>Desirable</b>
Self-motivated with the ability to work under pressure and be proactive	✓	
Ability to relate well to children and adults	✓	
A team player with enthusiasm and commitment	✓	
A commitment to our mission and values demonstrated by current practice	✓	
Support the Christian ethos of Abbey Multi Academy Trust	✓	
<b>Qualifications, knowledge, skills and experience:</b>	<b>Essential</b>	<b>Desirable</b>
GCSE Maths and/or English grades A-C (or other qualifications that demonstrate good literacy and numeracy skills)	✓	
Experience of working with or caring for children of relevant age	✓	
Recognised support/teaching assistant qualification		✓
Basic skills and experience relating to technology – computer, DVD, photocopier use etc.	✓	
Participate in development and training opportunities	✓	
Experience of understanding classroom roles and responsibilities and your own position within these	✓	
Appropriate knowledge of first aid		✓
Awareness of policies and procedures relating to child protection, health and safety, confidentiality and data protection		✓
<b>Safeguarding and promoting the welfare of students:</b>	<b>Essential</b>	<b>Desirable</b>
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

### Our Trust mission:

In Partnership to Educate, Nurture and Empower

### Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our students and staff are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

[www.abbeymat.co.uk](http://www.abbeymat.co.uk)

