



Barnsbury Primary School and Nursery

JOB TITLE:	Support Staff
ACCOUNTABLE TO:	Headteacher/Year Group Leader
GRADE:	SWAN Pay Scale 3
DATE:	May 2024
JOB PURPOSE	
<ul style="list-style-type: none"> To work as part of a team to support and help meet the needs of an individual child to ensure they are an integral part of the classroom and to work closely with other staff To look after and recognise the needs of the child throughout lunch times To ensure the safety and well-being of all the children 	

PRINCIPAL ACCOUNTABILITIES

- Implement agreed school policies and guidelines
- Assist in the educational and social development of pupils under the direction and guidance of the head teacher, SENCO and class teachers
- Assist in the implementation of Individual Education Programmes for pupils and help monitor progress
- Provide support for an individual pupil inside and outside the classroom to enable them to fully participate in a range of activities
- Liaise with other professionals, such as speech therapists as necessary
- Support pupils with emotional and behavioural problems and help to develop their social skills
- Build trusting relationships with pupils and report any concerns relating to child protection to the Designated Safeguard Lead
- Work as part of a team
- Keep appropriate, accurate and efficient records as requested by the Teacher to support with children's learning and well-being
- Support the Teacher and other staff to maintain good order and discipline amongst children, in accordance with the school's behaviour policy
- Support the staff to ensure children are fully safeguarded
- Ensure that children are collected by someone known to the school
- Attend training and keep up to date with changes to welfare requirements, child protection procedures and safeguarding ensuring understanding and implementation
- Join in the extra-curricular life of the school and support at parent association events
- Participate in meetings as requested by the Teacher



- Commit to training and ongoing professional development, keeping up to date with recent developments and initiatives relevant to early years practice
- Participate in the supervision and appraisal system of own performance
- Undertake any other duties as may be reasonably required
- Build trusting relationships with pupils and report any concerns relating to child protection to the Designated Safeguarding Lead

ADMINISTRATIVE DUTIES

- Support teachers in preparing activities for lessons including photocopying, laminating etc.
- Organise appropriate resources in support of activities relating to individual targets as set on IEP's

STANDARDS AND QUALITY ASSURANCE

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend team meetings and INSET days
- Develop expertise through staff development opportunities
- Be proactive in matters relating to health and safety

OTHER

- Undertake any other necessary tasks under the direction of the Headteacher, Deputy Headteacher or Inclusion Leader which are for the good of the school and those within it