

Salary:	NJC Pay Scale Points 1-2
Responsible to:	Business Support Manager/Site Supervisor
Date of Job Description:	150711

Purpose of the Role:

To work as part of a team supporting and assisting pupils' development and learning, facilitating access to dining and recreational facilities including physical and general care.

Main Tasks and Responsibilities

Key duties:

1. Support other staff in managing pupil behaviour during recreational and dining activities;
2. Report pupil behavioural issues in line with schools' policies;
3. Assist pupils to develop their independence through specific tasks;
4. Communicate with pupils to encourage acceptable behaviour;
5. Maintain confidentiality and adhere to safeguarding procedures.

Individuals in this role may also:

1. Provide comfort and support to sick, ill or distressed pupils in line with school policies;
2. Provide basic welfare support to pupils with special educational needs;
3. Provide clerical and administrative support;
4. Support pupils and parents / carers to improve attendance;
5. Demonstrate own duties to new or less experienced staff;
6. Gather / report basic information to / from parents / carers as directed.

Indicative knowledge, skills and experience

- Experience of working with children.