



Purpose of the Job

- To provide practical assistance to the line manager in the School/Service in catering for the personal welfare and education needs of pupils.
- To ensure a safe working environment for staff and pupils as far as possible.
- To contribute to facilitating pupil access to the education system, promoting inclusion, assessing and supporting achievement and monitoring progress towards service objectives.
- Supporting pupils learning as directed by the class teacher or line manager.

Main duties

1. To provide personal care and assistance for pupils who require such support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding the pupil safely and hygienically and supporting the pupil during break and lunch times as appropriate.
2. To prepare, and assist in the preparation, of the classroom, resources, equipment and computers for use by pupils.
3. Assisting the Teacher to supervise and support pupils' individual education plans, both indoors and outdoors.
4. Assisting with work programmes and written observations and records on individual's progress. To take part in school activities and events as required.
5. To work with individuals and small groups on specific activities under the guidance of the Teacher and/or other lead person.
6. To motivate and support pupil(s) to remain on task and complete work in a focused way.
7. Accompanying and supporting pupil(s) on outings from school as necessary.
8. To undertake training and attend INSET days in accordance with contractual requirements. To contribute to whole school policies.
9. To support the pupils in physical activities (PE, Drama etc) as required
10. To support learning of children across the school as required as and when required, being flexible and adaptable.
11. Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head Teacher.
12. To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your line manager.
13. To support the School's/Borough's Equal Opportunities policies
14. Assisting with any other duties of a similar level of responsibility as required by the Head Teacher. At this level the employee will work under the supervision of a teacher/supervisor in the School or Service and may be either a new entrant to the occupation or someone who has experience across a range of duties.

At this level the employee will be expected to:

- Help with classroom resources and records
- Help with the care and support of pupils
- Provide support for learning activities
- Provide effective support for his/her colleagues

This will involve:

- Supporting literacy and numeracy activities in the classroom
- Contribute to the management of pupil behaviour
- Support the use of ICT in the classroom
- Support the maintenance of pupil safety and security
- Contribute to the health and well-being of pupils
- Undertake training in the specific skills needed, eg. Manual Handling, Feeding, Communication. (Personal care and assistance must be carried out following established advice, procedures and guidelines and following appropriate training.)
- Using office machinery eg. photocopying

In addition they may also

- Support pupils with communication and interaction difficulties
- Support pupils with cognition and learning difficulties
- Provide support for pupils with sensory and/or physical impairments
- Undertake specific training in the skills needed to provide the personal care required, eg. manual handling, communication skills.

Educational requirements

- Level 2 English and Maths as well as a minimum of an NVQ2 in supporting Teaching and Learning in schools
- May have had some training in communication techniques, creative play, physical care techniques.

Signed

Print name

Date
