

JOB SPECIFICATION : SUPPORT ASSISTANT

Hours: 5 day a week (9:30-3:30, 9:15 -13:15 or 12:00 – 16:00)
Fixed term in the first instance until July 2023

Scale 1: £9.50 per hour

Direct
Supervisor: Class Leader

School year: Approx. 40 weeks a year across three terms.

Holiday
Entitlement: 12 weeks taken within the school's set holidays.

Location: Grinstead Lane, Sharpthorne, East Sussex, RH19 4HP

Probation
period : Six months

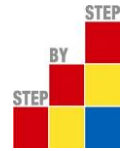
Support Assistant Duties

- To supervise indoor/outdoor playtime, snack and lunchtimes.
- To help prepare & clear food and eating areas for snack and lunchtimes.
- To participate and help instruct children in extra-curricular activities during the school day.
- To understand and actively implement all school policies, particularly on curricular matters, Health & Safety, Child Protection and Managing Behaviours.
- To participate in staff meetings and training, as required
- To provide personal care when required (e.g. toileting, nappy changing and feeding) for pupils within the school.
- To be aware of and follow risk assessments, behaviour plans and specific teaching strategies for any pupils being supported/taught.
- To understand and actively implement all school policies on curricular and other matters.
- To support pupils and staff in the classrooms where necessary
- To make resources for the class, including visual aids and displays
- To understand the confidential nature of the work of the school and at all times be discreet and professional in his/her relations with staff, parents and all outside visitors/professionals

Staff will be trained in and required to apply techniques of positive handling for pupils engaging in challenging behaviour. These include guiding, escorting and holding in standing, sitting and kneeling positions to ensure staff and pupil safety, risk reduction and safe interventions.

Each pupil has an Individual Behaviour Plan which identifies his/her behaviours being targeted and strategies for dealing with these. Staff will be required to read and follow such plans.

Step by Step school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Agreed and signed:

Print Name:.....

Date:.....