**St Bede’s RC Primary School**

**Post Title** Support Assistant Level 3

**Grade:** N4

**Responsible to** Head Teacher or other designated teacher

**Responsible for** Support Assistant Levels 1 or 2

**Job Purpose** To provide classroom support duties including curriculum related tasks and small group work in close collaboration with other school staff.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

**General**

1. Supporting the teacher in the general management of the classroom.
2. Undertaking activities, as directed by the teacher, with individuals or small groups

of pupils.

1. Providing clerical and administrative support, e.g. administering coursework and

preparing work.

1. Supervising groups of pupils alone and participating in general activities including

giving sensitive support and intervention in children’s play / learning.

1. Undertaking routine marking.

**Classroom Organisation**

1. Responsible for the organisation, classroom maintenance, setting out, clearing

away and care of resources to create a purposeful and attractive learning environment.

1. Assisting in the preparation and maintenance of books and equipment, to include cataloguing and stocktaking of resources.
2. Preparing pupils’ work for display in the classroom and around the school.
3. Demonstrating creativity in assisting with the practical resourcing of the classroom.

**Pupil Support**

1. Working with pupils directly on curriculum related tasks under the direction of the teacher.
2. Contributing to the delivery of all aspects of the curriculum for pupils, including assessment, recording and reporting procedures and the maintenance of Individual Education Plans (IEP’s), including the preparation of reports and reviews under the guidance of a designated teacher.
3. Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
4. Contributing to monitoring and evaluating the learning environment provided for the pupils in his/her care and using this evaluation to help make necessary changes and developments within the classroom.
5. Working with teachers and other staff in planning the teaching programme and associated activities.
6. Taking an active role in liaising with external agencies, this may involve preparing reports and contributing to reviews.
7. Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

**Welfare and other duties**

1. Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
2. Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
3. Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
4. Supervising other Support Assistants as required.
5. To promote and implement the School’s Equality Policy in all aspects of employment and service delivery.

**Child Protection**

1. The postholder will have responsibility for promoting and safeguarding the welfare of children and young person(s) s/he is responsible for, or comes into contact with.
2. Reporting any concerns regarding child protection or safe-guarding issues to the relevant designated person(s) in school.

November 2022