

Job Description & Person Specification

Job Title:	Support Assistant (SA)
Service / Provision:	Exeter House
Job Family:	Support Staff
Line Manager:	Headteacher (HT) or any delegated person
Salary Grade:	A Grade 1 - 5
Annex:	Please ensure you refer to Annex 1 with this job description

The role of the Support Assistant is to work as a collaborative member of the class or Education Provision Teams to support children & young people (CYP) to access a range of activities, inside or outside of the classroom. All staff must follow the Trust's Safeguarding policies and procedures and undertake any mandatory training as directed.

Key accountabilities, duties and responsibilities

Support for CYP

- To ensure the safeguarding of all CYP, by operating with the Education Provisions (EP) safeguarding practice & policy, reporting to the Safeguarding team any concerns and record information on the EPs safeguarding system
- To support in the providing of simple medical aid as and when necessary and take all reasonable measures to ensure health and safety within and outside the EP
- To provide care as required, which may include personal care and support for mental health and well-being
- To supervise and support CYP during mealtimes, as required
- To support in the delivery of activities necessary to meet the physical, emotional and educational requirements utilising a wide range of skills, with support and supervision from the teaching team and other professionals

Support for the Education Provision Teams

- Working alongside Teachers, Teaching Assistants (TA) and Senior Teaching Assistant (STA) to observe CYP, monitor and report back, using verbal or written methods, to the teaching team on problems, progress and possible developmental needs
- To help prepare resources and undertake any other simple practical tasks to support learning
- To assist with the organisation of the learning environment and ensure adequate supplies of learning materials
- Working alongside Teachers, TAs and STAs, report and record evidence of learner progress and achievement on the EPs monitoring system
- To inform the Teacher or lead of any safeguarding concerns they have raised
- To undertake other relevant duties allocated at the discretion of the Teacher, or the Senior Leadership Teams (SLT)

Tasks/duties	Essential	Desirable
Qualifications & Training	• Basic Literacy and Numeracy • Basic ICT skills • Positive attitude to training & continuous professional development	• Level 2 Literacy/Numeracy (or NVQ equivalent) • Any further relevant training or qualification to support the role • Strong ICT skills
Knowledge & Experience	• Know how to follow instructions • Experience of working in a team • Good communication skills	• Experience with CYP in either formal or informal settings • Experience of working with CYP with SEND • Experience with use of technology and in particular of inputting information into recording system
Skills & Abilities	• Punctual, polite & professional • Be motivated, able to use initiative and work independently • To meet challenges positively	• Openness to taking on further responsibilities • To use your own skills & interests to enhance the offer for CYP • Be aware of how to support your own well-being and the well-being of others