

Job Description Support Assistant

The Futures Trust and Barr's Hill School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Head of Humanities
Grade	Grade 4 (£17,017 - £19,939 per annum)
Hours	37 hours per week, term time only plus one week (39 weeks)
Location	Based at Barr's Hill School

Job Purpose

To work directly with a Teacher of RE with visual impairment to provide appropriate support in all aspects of their work, including planning, preparation, the delivery of teaching and learning, classroom management and assessment.

To facilitate the accessibility of resources and information to assist the Teacher, and under their direction, work with individual and small groups of students to remove barriers to learning and secure good progress.

Duties and responsibilities

Overarching

- Work with the Teacher to assist them to access the resources and information they require to enable them to successfully carry out their role.
- Prepare and adapt resources and information to meet the needs of the Teacher and students, including using Tactile Adaptations, Auditory Methods and specialist IT equipment as required (training will be given)
- Ensure prompt maintenance and repair of all specialist VI equipment
- Support the Teacher where required to ensure their safety when moving around the school site.
- Assist with group/whole class activities within and away from the classroom/school, such as educational visits.
- Establish and maintain relationships with families, carers and other adults/external agencies, such as speech and language therapists as required.
- Support the role of parents/carers in student learning and contribute to meetings with parents/carers to provide constructive feedback on student progress.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Support and contribute to the overall ethos/work/aims of the school.
- Attend training sessions in accordance with the requirements of the school.
- Undertake general duties, e.g. word processing, preparing and copying where required student assessment reports, instructions, materials or documents, photocopying and filing.
- Attend and participate in relevant meetings as required.

Classroom Support

- Support the Teacher to address the needs of students through classroom presence, support for individual and small groups of students and the use of resources to complement the learning process.
- Adapt materials to suit individual students with either specific or general learning needs.
- Implement agreed learning activities/teaching programmes using strategies in liaison with the Teacher, to support pupils to achieve learning goals.
- Establish productive working relationships with students providing feedback to them in relation to progress and achievement.
- Under the direction of the Teacher promote student independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.
- Support the Teacher with class and behaviour management; observing students and alerting the Teacher to any health and safety or safeguarding issues.
- Support students in social and emotional well-being, reporting any problems to the Teacher as appropriate.
- Ensure that students are able to safely use equipment and materials provided.

Supporting Planning, Preparation and Assessment

- Liaise with the Teacher and other staff at the school, to obtain, exchange and record information on student progress.
- Obtain and share sufficient student specific information to assist in meeting individual student needs.
- Support the Teacher with production of resources and planning learning.
- Support the Teacher with the assessment of student work, and alongside / under the direction of the Teacher, provide feedback in line with the school's Assessment Policy.
- Prepare/clear the classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of student's work.
- Support classes to ensure curriculum continuity if the teacher is absent

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Support Assistant are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974</p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p>Health and Safety</p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.</p>
<p>Confidentiality and Data Protection</p> <p>The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.</p>

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Chris Jupp, Headteacher

Date: March 2021