Newcastle City Council

Job Description

Directorate:	Children's Services
School:	Schools
Post Title	Support Assistant Special Needs Level 3
Evaluation	417 points **Grade:** N4
Responsible to	Head Teacher
Job Purpose	To provide classroom support to pupils through individual and small group work in close collaboration with other school staff and supporting professionals.

Main Duties: The following is typical of the duties the post holder 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.

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.

3   Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.

4   Undertaking routine invigilation and marking.

5   To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.

6   Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.

7   Preparing pupils' work for display in the classroom and around the school.

8   Demonstrating creativity in assisting with the practical resourcing of the classroom.

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9   Working with pupils directly on curriculum related tasks under the direction of the teacher in order to provide learning support and raise attainment.

10   Contributing to the delivery of some aspects of the curriculum and support for pupils, including assessment, recording and reporting procedures and assisting with the maintenance of Individual Education Plans (IEP's) which make use of all relevant SEN information and data, under the guidance of a designated teacher.

11   Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.

12   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.

13   Working with teachers and other staff in planning associated activities to enhance the teaching programme in order to support learning and raise attainment.

14   Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation including Every Child Matters and SEAL frameworks.

15   Providing classroom support to pupils with special educational needs or pupils whose first language is not English.

16   Accompanying pupils on excursions and other extra-curricular activities, including independence skills training programmes.

17   Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.

18   Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.

19   Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This will include attending to sick or injured pupils, taking sick pupils home and investigating reasons for absence.

20   Administer medication to pupils in accordance with the school's policy and procedures (only where the post holder, in accordance with the LA guidance, has agreed to be the named volunteer for this task).

21   To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

22   The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

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