

Chesnut Lodge School

JOB DESCRIPTION

POST TITLE: Fixed Term Full Time Support Assistant 1:1

GRADE: SCP 1 - 3 + SEN

REPORTS TO: Headteacher

MAIN PURPOSE:

To work under the direct instruction of Teaching/Senior Staff to support the provision of physical, medical, behavioural and general care needs (including intimate care) in the management of pupils and the learning environment and specific needs of an individual learner.

JOB PROFILE

SUPPORT FOR THE PUPIL

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs.
- Promote inclusion and acceptance of all pupils
- Encourage pupils to act independently as possible
- Promote pupil physical and emotional wellbeing
- Undertake physical and medical care needs under the direction stated above.
- Assist with door duties at the beginning and the end of the school day.
- Support in complex behaviour management including physical intervention.
- Support in swimming sessions by physically getting in to the pool, and assisting with changing.

SUPPORT FOR THE TEACHER

- Provide administrative support linked to individual pupil care plans
- Prepare the learning environment for pupil access as directed and clear afterwards
- Gather/report basic information from/to parents/carers and therapists as directed
- Assist in the management of pupil behaviour in line with school policy and ensure reports are made in agreed school format
- Assist with the planning and preparation of activities, and in the delivery of local and national initiatives.

SUPPORT FOR THE CURRICULUM

- Prepare and maintain equipment and resources as directed
- Assist pupils in the use of appropriate resources

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures
- Contribute to the school ethos, aims and development plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as directed

PERSON SPECIFICATION

- Ability to work effectively within a team environment, understanding classroom roles and responsibilities
- Good personal literacy and numeracy skills
- Requirement to complete appropriate training programmes
- Willingness to undertake appointed person certificate in first aid administration

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NB: Mobile phones must not be used during working hours.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share in this commitment.