



**The Priory Federation
of Academies Trust**

Job Title: Pupil Support Assistant	Pay Scale: SCP 13
Normal Place of Work: The Priory Witham Academy	Reports To: Headteacher
Role Summary: Assisting in teaching of programmes of work, to groups or individual pupils, addressing their individual needs. Undertake role PSA (SCP10) as required.	

Qualifications

GCSE or equivalent in English and Maths or other suitable qualifications.

Principal Accountabilities

1. Assisting in the preparation and delivery of work programmes to groups or individual pupils.
2. Take part in SEN reviews as required generating information required for relevant meetings regarding pupils and attending such meetings when required and appropriate.
3. Assist with classroom activity.
4. Assist in promoting development and learning (physical, emotional, educational, social).
5. Liaise and work with teaching and other support staff to provide the best possible outcomes and opportunities for all pupils.
6. Assist in supporting those with special needs.
7. Supporting the individual medical needs of pupils where directed. Training will be provided where needed.

Job Content

1. Assist in preparing and delivering work programmes to groups or individual pupils:
 - Plan lessons in line with curriculum policy
 - Deliver lessons to groups or individual students
 - Assess work, monitor progress, including SEN, and assessing developing needs
 - Cover lessons for absent colleagues
2. Assist in pupil review meetings including SEN, as required:
 - Gather information from colleagues

- Meet parents, and agency staff as appropriate
- Support in preparing reviews and reports

3. Assist with classroom activity

- Participate in the preparation of the classroom
- Be creative in assisting with the planning and preparation of activities
- Assist with the delivery of local and national initiatives, e.g. literacy and numeracy strategy

4. Promote development and learning (physical, emotional, educational, social):

- Have familiarity with all relevant needs of pupils including statements of special educational needs
- Foster growth, self-esteem and independence
- Observe and record development of studies

5. Support those with special needs:

- Carry out reasonable daily personal care/hygiene
- Administer basic first aid and be willing to undertake training where required.

6. Carry out duties and monitoring of students throughout the academy day, this includes break duties, lunch duties and before and after school duties.

7. Carry out administration tasks as directed.

8. Attend and support curricular and extra-curricular visits within working hours.

9. Such other duties as may be determined from time to time within the general scope of the post.

10. Assist with the movement of children to and around the Academy.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

<ul style="list-style-type: none"> • Head Teacher, Assistant Head, Special Needs Manager, staff, agency staff. SLT and all Academy staff 	<p>To ensure a high quality service is provided that meets the needs of the Academy.</p>
<ul style="list-style-type: none"> • Parents and Students 	
<ul style="list-style-type: none"> • Visitors 	

Key Organisational Objectives:

The post holder will contribute to the academy's objectives in service delivery by:

- Ensuring implementation of the academy's policies and procedures as relevant, particularly in relation to SEN, child protection and behaviour management
- Enactment of Health and Safety requirements and initiatives as appropriate
- At all times operating within the academy's Equal Opportunities framework
- Ensuring Customer Care and Quality initiatives are adhered to
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

Terms of Employment

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

Hours of Work

The Academy day is between 8.00am and 6.00pm and you will be required to work between these hours as arranged with your Manager.

Special Arrangements

The post holder may be required to work outside of normal Academy hours on occasion, with due notice.

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed: _____ Date: _____

Please sign and return one copy of the Job Description.