

Beechwood Junior School – PUPIL SUPPORT ASSISTANT

Job description – 2018/2019

Job Title: Pupil Support Assistant

Responsible to: Headteacher and Assistant Head (Inclusion)

Job Purpose:

- To support children with Education Health and Care Plans and children with emotional and behaviour difficulties to enable them to effectively access the curriculum
- To support and encourage a learning environment throughout the school which allows children to acquire and develop emotional literacy skills in order to be able to learn effectively in a classroom

Main Responsibilities:

- To support the aims, values and ethos of the school and participate in a team approach to all aspects of school life.
- To attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- To work with individuals or groups of children who are experiencing difficulties with emotional literacy or other aspects of school or home life both in and out of the classroom
- To establish supportive, caring and secure relationships with children, and to be available to offer individual support and someone for a child to talk to
- To develop knowledge of a range of learning and behavioural support needs and to plan, devise and implement appropriate programmes to help develop children's emotional literacy skills and emotional well-being
- To implement and review intervention programmes designed by Educational Psychologists and teachers
- To create, develop and produce resources for use with intervention programmes as appropriate
- To liaise with the relevant cluster school/s to support the transition process for identified children
- To ensure that all records and case notes are kept up to date, distributed and filed in accordance with the school's procedures, and that appropriate levels of confidentiality are maintained

- To liaise with and maintain good working relationships with other staff, parents, outside agencies as required
- To contribute to monitoring and recording pupils' progress and providing relevant feedback to teachers
- To promote children's welfare particularly in regard to possible safeguarding issues.
- To provide welfare support to the children, including administering First Aid (dependent on training) and attending to personal hygiene and identified medical needs as required.
- To support and supervise all pupils in the playgrounds and the main building at break times and lunchtimes so that the children acquire positive play, friendship and social skills
- To model excellent manners and the attributes of a "good parent"
- To collect information concerning vulnerable children to feed back to the Deputy Head (inclusion) at team meetings, in person or via CPOMS as per the protocols agreed by the school
- To liaise with parents of vulnerable pupils as needed
- To be part of the Social Skills/Theraplay team having an understanding of how these groups can impact on a child's development