



Role Profile

SCHOOL SUPPORT ASSISTANT

Reference No.	I510.01	Type	Individual
Service	Education & Children's Services		
Job Family	Para Professional 1	Grade	FC3

Purpose

To assist the class teacher by undertaking a range of general and clerical tasks including preparing and maintaining classroom materials, supporting activities that contribute to the care and welfare of pupils and assisting pupils. These will normally be undertaken within the school or classroom in the presence of the class teacher.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Supporting individual pupils or groups of pupils by overseeing set work, as directed by a Teacher or senior member of staff.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Knowledge gained in the workplace and through experience of working with children (Deliver results – See 'How We Work Matters' Framework)

✓

Ability to provide a regular and effective service

✓

Experience of supporting young people

✓

Experience of supporting young people with additional support needs

✓

Knowledge of child protection/child development

✓

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Organising, maintaining, distributing and collecting both physical and IT resources e.g. recording TV and radio programmes, extracting pictures, finding suitable references in books and on-line.	Organisational skills (Focus on customers)	✓	
Organising a system to maintain resources.	IT skills (Embrace technology and information)	✓	
Handling, processing and updating files and records.	Accuracy skills	✓	
Duplicating, making booklets, setting out and clearing away equipment.	Prioritisation skills	✓	
Creating and arranging displays in the classroom, making displays e.g. mounting pictures, creating interest tables.	Initiative taking skills (Take ownership)	✓	
Reinforcing good standards of pupil behaviour.	Communication skills	✓	
	Experienced at using tact and patience	✓	
Developing working relationships with pupils, parents and staff.	Interpersonal skills	✓	
	Team working skills (Work together)	✓	
Supervising non-teaching areas.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results