

# Five Acre Wood

## Pupil Support Assistant

**Hours: 35 hours per week Monday to Friday 8.15am-3.45pm (term time only plus inset days)**

**Reports to: Deputy Head Teachers**

**Pay grade: KR5**

### **Job Description**

#### *Purpose of Job:*

- Support pupils through target interventions and projects.
- To work with our pupils, supporting them to engage with learning.
- Provide consistent and high-quality support for the welfare of individual pupils.
- To assist with any safeguarding support as identified by designated safeguarding leads in the school.
- Cover for existing support/admin staff during periods of absence.

#### *Principal Accountabilities:*

- To provide support and intervention to promote positive behaviour and well-being.
- To deal with issues in a positive manner, communicating actions to pupils, staff and parents as appropriate.
- To manage challenging and/or difficult behaviour proactively when such situations arise.
- To support individual pupils to access personalised learning both on site and in the community.
- To liaise with teachers, therapists and parents on a regular basis to ensure continuity of support and communication.
- To explore, develop and co-ordinate a programme of workshops or/and provision from external agencies to support target groups or individual pupils.

### **Safeguarding and promoting the welfare of the child**

- Promote and sustain a suitable environment in which the pupils feel safe and comfortable.
- To be aware of and work in accordance with the safeguarding policies and procedures in order to safeguard and promote the welfare of the pupils, and to raise any concerns relating to such procedures.
- Demonstrate an understanding of the impact of trauma and communication on behaviour
- Work within the framework of school policies.
- Maintain personal and professional boundaries at all times.

### **Multi-agency working**

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

### **Sharing information**

- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Attend staff briefings, training days and team meetings by agreement with the Headteacher.

## Health & safety

- Be aware of and implement your health and safety responsibilities as an employee as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

## Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS /TRAINING</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths Grade C (or above/equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid trained</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of using school systems - preferably Arbor/My Concern</li> <li>• Experience of working to safeguard children, and dealing with a range of issues, including dealing with outside agencies</li> <li>• Previously worked with students with additional needs</li> <li>• Previously worked with students supporting behaviour related issues</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of difficulties and issues that can impact on behaviour for learning</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of Microsoft Office packages including outlook and teams</li> </ul>	
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and young adults and build a rapport with them</li> <li>• Good communications skills</li> <li>• Excellent attention to detail</li> <li>• Flexible approach and the ability to work to deadlines</li> <li>• Ability to work in a fast-paced environment</li> <li>• Have a 'can do' approach</li> <li>• Ability to work independently and multitask</li> <li>• Ability to work to deadlines and manage a varied and busy workload</li> <li>• Good organisational skills</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Be discrete, professional, respectful, and friendly</li> <li>• Be efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations</li> <li>• Ability to work successfully as part of a team</li> <li>• Be aware of confidentiality</li> <li>• Be committed to the school's policies and ethos</li> <li>• Be committed to continuing professional development</li> </ul>	

<b>EFFORT/ ENVIRONMENT</b>	<ul style="list-style-type: none"><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people and their families</li><li>• Emotional resilience in working with challenging behaviours and attitudes</li></ul>	
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**Acknowledgement of Receipt of Job Description**

- I have received a copy of the job description for Pupil Support Assistant and have read and understand the duties and responsibilities.
- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_