



# **SUPPORT STAFF JOB DESCRIPTION**

## **Support Role**

### **East Stour Primary School**

**Post: Inclusion Assistant – Behaviour & Learning**

**Salary: EKC 2**

**Responsible To: *Line Manager PTL***

**Summary of Post:** To support teaching, learning, and personal development, provide general and specific assistance to pupils and staff under direction, guidance, and direct supervision.

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#### **Tier of role: Support**

**Key descriptor:** Operates to standards.

**Scope of role:** Provides specific service, performing a limited range of straightforward, specific tasks.

**Autonomy:** Detailed instructions are given, and routines are followed to standard, solving basic problems as required.

**Knowledge of role:** Role-specific knowledge is required.

**Skills – Technical & Practical:** Basic skills required.

**Qualifications/Experience:** Level 2 English and maths preferred but not essential.

**Supervision of others:** No supervision or line management

**Management by others:** Close supervision with instruction when required.

#### **Key Responsibilities:**

1. Assist with the implementation and delivery of planned learning activities as agreed with Inclusion Specialist, Associates or Teachers.
2. Adjust and adapt activities according to pupils' responses and needs as appropriate.
3. Work with individuals or small groups of pupils under the supervision of teaching or specialist



staff and provide feedback.

4. Assist with pupils' personal needs, hygiene, pastoral care, safeguarding and welfare; reporting and sharing key information as required.
5. Assisting and supporting in all aspects of school life, including; preparing and maintaining the learning environments, attending events, trips and visits and preparing resources.

### **Specific Duties:**

1. Work with individuals/small groups of children by carrying out relevant activities that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum, under guidance.
2. Assist with the preparation of resources e.g. photocopying, repairing books, filing of work, making games and the creation and mounting of displays for children's work.
3. To show a commitment to school life by running an extra-curricular club within agreed working hours
4. To observe and monitor pupils progress and adapt agreed approaches to their particular needs.
5. To assist in resolving any behavioural, social and emotional difficulties this may arise. Have high expectations of behaviour and the ability to promote positive behaviour in line with the school's policy.

### **General Duties and Responsibilities:**

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting pupils and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development program and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.
5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety, and data protection and all staffing policies.
6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.
8. To undertake any other duties commensurate with tier as may be reasonably requested.

*Please note:*



*This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.*

*It does not form part of your contract of employment, and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems, and enhance the effectiveness of the role.*

Line manager's  
signature: \_\_\_\_\_ Date: \_\_\_\_\_

Postholder's signature: \_\_\_\_\_ Date: \_\_\_\_\_

	PERSON SPECIFICATION	Appli cation	Inter view	Shortlisti ng Weig hting
	<b>Tier of Role: Support</b>			
<b>Qualifications and Training</b>				
1.	English and Maths Level 2/ GCSE A-C grade 4 or above.	✓		6
<b>Experience</b>				
1.	Previous experience of working with children an advantage.	✓	✓	4
2.	Some previous work experience, voluntary or paid.	✓	✓	4
<b>Skills and knowledge</b>				
1.	Basic numeracy and literacy skills.	✓	✓	4
2.	Basic IT skills; use Word and email.	✓	✓	4
3.	Good communication skills.	✓	✓	6
4.	Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.	✓	✓	6
5.	Have the ability to motivate, inspire and build trust with children, so they achieve their best.	✓	✓	6
<b>Personal Qualities</b>				
1.	Act with honesty and integrity at all times.	✓	✓	6
2.	Commitment to promoting the ethos and values of the school and trust.		✓	6
3.	Ability to work well as part of a team.	✓	✓	6
4.	Maintain confidentiality at all times.		✓	6
5.	Commitment to inclusion, safeguarding and equality.	✓	✓	6