****

**Support Staff Job Description**

|  |  |
| --- | --- |
| **Support Staff area** | Inclusion |
| **Support Staff Team:** | Learning Team |
| **Post Title:** | **General Support Assistant** |
| **Purpose:** | To ensure students make progress by identifying individual learning needs and providing support both inside and outside the classroom |
| **Reporting to:** | Learning Zone Leader & Director of Learning Support |
| **Key Success Indicators:** | * Identification of students’ needs and progress on RAFTs * Subject reviews show effective use of support in the preparation of resources and student support in class. Lesson observations will show how effective other adults are during lessons * Evidence in the form of a portfolio that demonstrates non qualitative evidence within individual roles |
| **Liaising with:** | Learning Coordinator Leader  Specialist Support Assistant (Learning)  Specialist Support Assistant (Behaviour)  Learning Coaches  Class teachers |
| **Working time:** | Term Time at 27.5 hrs per week |
| **Salary/Grade:** | Grade 3 |
| **Main (Core) Duties** | |
| **Support individual learning needs** | * Shadow students on entry to Year 7 * Become familiar with prior data for students * Identify those students who have SEN requirements * Implement individual programmes of support * Support the evaluation of learners' progress using a range of assessment techniques * Keep accurate & concise records of support and progress * Ensure parents have up to date information * Liaise with learning coaches and provide information on progress made |
| **Contribute to lesson planning and delivery** | * Plan and prepare for role within classroom * Interpret and relate tasks to students * Prepare specialised resources for identified students * Use ICT skills to enhance learning activities * Work with small groups of students as requested * Use effective strategies to promote positive behaviour * Ensure students are kept safe during learning activities * Create & deliver tasks in alternative forms as required by students with SEN or their teachers * Support students to achieve LOs and feedback to teaching staff |
| **School Organisation** | * Work alongside all members of  staff within the zones to ensure the highest standards in the learning environment is fostered and maintained. * Monitor student behaviour and ensure smooth transition between lessons * Carry out break and lunch time supervision as requested * Support the planning and delivery of community time activities * Deliver aspects of the school’s Extended Learning Programme * Follow school policies and procedures especially those relating to Child Protection and Health & Safety * Respect confidential issues linked to students * Exam Invigilation * Weekly lunchtime & break time duties |
| **Legislation Compliant** | * Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students. |
| **Other Specific Duties** | |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming, and professional environment. This applies to all forms of communication including email, internet, text and telephone conversations  This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |

Date: