

Newcastle City Council

Job Description



Directorate:	Children's Services		
Division	Schools		
Post Title	Support Assistant – Level 4	DD80	
Evaluation	437 Points	Grade: N5	
Responsible to	Head Teacher, Head of Service or other designated teacher.		
Responsible for	Support Assistants as required.		
Job Purpose	To supervise whole classes and oversee and supervise group work activities of pupils undertaken by support assistants under the general guidance of teaching/senior staff, in line with the school's policies and procedures. To undertake other general classroom support duties, as required.		
Main Duties:	The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.		

General

- 1 Supporting the teacher in the general management of the classroom.
- 2 To undertake activities, as directed by the teacher, with whole classes, individuals or groups of pupils. Manage pupil behaviour and deal promptly with conflict, behavioural matters and incidents within the school environment in line with established school policy and procedures.
- 3 To provide clerical and administrative support, eg general admin and clerical duties, data input, administering coursework and preparing work sheets, completing behavioural management records etc.
- 4 To supervise groups of pupils alone and participating in general activities including giving sensitive support and assistance, as required.
- 5 To liaise sensitively and effectively with parents/carers as agreed with the teacher.
- 6 To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

Cover Supervision

- 7 Under the agreed system of supervision, to supervise whole classes of pupils undertaking work which has been set in accordance with the school policy/practice. Offer support to pupils where they get into difficulty completing the set work.
- 8 To manage pupil behaviour and deal promptly with conflict, behavioural matters and incidents in line with established school policy and procedures. To deal with any immediate problems or emergencies, in the absence of the teacher, according to the school's policies and procedures.
- 9 To return the work completed to the appropriate teacher and provide feedback on any behaviour or other issues, using the school's agreed referral procedures.
- 10 To monitor and evaluate pupils' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.

Group Work

- 11 To oversee and supervise group work activities and other agreed learning/programmes for pupils undertaken by other support assistants, in conjunction with class teacher(s)/school management.
- 12 To assist class teachers in the planning of group work activities and other agreed learning/programmes.
- 13 To assist in the assessment and provide feedback to class teachers/school management on individual and combined group work activities and other agreed learning/programmes for pupils.
- 14 To lead and deliver individual group work and other agreed learning/programmes for pupils, including those which involve less routine/more complex activities, with general guidance laid down by class teachers/school management.

Classroom Organisation

- 15 To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- 16 To demonstrate creativity in assisting with the practical Resourcing of the classroom.

Pupil Support

- 17 Working with pupils directly on curriculum related tasks under the direction of the teacher.
- 18 Contributing to the delivery of all aspects of the curriculum for pupils, including assessment, recording and reporting procedures and the maintenance of Individual Education Plans (IEPs) including the preparation of reports and reviews under the guidance of a designated teacher.
- 19 Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- 20 Contributing to monitoring and evaluating the learning environment provided for the pupils in his/her care and using this evaluation to help make necessary changes and developments within the classroom.
- 21 Working with teachers and other staff in planning the teacher programme and associated activities.
- 22 To support pupils by responding to their individual needs and promote the inclusion and acceptance of all pupils in the classroom.
- 23 Taking an active role in liaising with external agencies and preparing reports for and contributing to reviews.
- 24 To provide feedback to pupils in relation to progress and achievement.

School Support

- 25 To follow the school policy documents and schemes of work and keep updated with school and National Curriculum documentation.
- 26 To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests.
- 27 Under teacher overall control, accept shared responsibility for the creation of a safe environment for pupils within and outside the classroom and comply with the appropriate policies and procedures, reporting to an appropriate person.
- 28 Under the supervision of the Head Teacher or other designated teachers, to invigilate internal and external examinations.
- 29 To administer, assess and mark tests.
- 30 To attend and participate in regular meetings and participate in training and other learning activities, as required.

Welfare and other duties

- 31 To undertake planned supervision of pupils' out of school hours learning activities and supervise pupils on visits and trips.
- 32 To supervise other Support Assistants as required and assist in the training and development of staff as appropriate.
- 33 To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.
- 34 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.