



## **Job Description**

### **Junior School Support Assistant**

**Job Description:** Junior School Support Assistant

**Status and hours:** Term time only

**Responsible to:** Head of Junior School

#### **Job Purpose:**

Assist teachers in promoting achievement and raising the standards of pupil attainment and provide general support in relation to the needs of the class and individuals' care, health and wellbeing and safety; to ensure a secure and safe environment.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation.

#### **Duties:**

Support for pupils:

- Support pupils' learning activities, attend to additional learning needs, and help in development
- Help with the care and support of pupils
- Contribute to the health and well-being of pupils
- Establish and maintain relationships with individual pupils and groups
- Be an effective model for pupil behaviour
- Support behaviour management strategies
- Assist pupils in carrying out schemes of work and programmes set by teaching staff
- Contribute to the planning and preparation of class and group activities
- Support pupils in their individual learning and development, for example, in their acquisition of cognitive and learning skills
- Support additional support plan targets for specific pupils
- Participate, support or lead extension activities as directed by class teacher
- Help pupils to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum
- Assist with educational trips and residentials, if required
- Supervise breaks and lunchtimes
- Attend and assist with special events when needed



- Attend to individual healthcare or medical needs, including the administration of medicines
- Provide comfort and First Aid care in minor accidents and ailments

### **Support for teachers:**

To support assessment -

- Observe, track skills
- Administer assessments
- Document assessments as directed by class teacher
- Offer feedback to class teachers

In general -

- Help with classroom resources and records
- Contribute to the management of pupils' behaviour, both in the classroom and in the playground, as required
- Support the curriculum, especially literacy and numeracy activities
- Lead and provide support for learning activities
- Support the use of ICT in the classroom
- Assist in the maintenance of a safe environment for pupils and staff
- Assist in the presentation of display materials
- To support school trips, assist with the organisation, administration and accompany pupils as necessary
- Support teaching staff or senior colleagues with routine administration
- Contribute to the planning and evaluation of learning activities
- Assist in the record of pupils' progress

### **Team Working & Relationships:**

- Support good working relationships by offering advice, encouragement and assistance to enhance overall team performance
- Communicate within the Education Team by being open and approachable and developing working relationships with fellow team members
- Work to achieve team objectives by developing strong working relationships with stakeholders

### **Support for Hamilton College:**

- Work alongside colleagues to ensure the Hamilton College ethos is fulfilled
- Encourage an inclusive environment in line with authority and school policies and adhere to child protection and all relevant legislation
- Ensure that staff room resources, corridors and communal areas are kept tidy and well maintained on a daily basis
- Develop effective working relationships with colleagues and parents



- Contribute to the maintenance of pupils' safety and security
- Review and develop their own professional practice
- Respect the confidential nature of the work being undertaken and any knowledge about individual student's personal and educational circumstances
- Assist the teaching staff in the smooth transition between educational phases
- Assist in the preparation of reports on pupils' performance, and contribute to the maintenance of pupils' records
- Liaise effectively with parents and other parties, as required
- Be part of the Professional Review and Development process
- Undertake any other non-teaching supervisory tasks as requested by the Senior Leadership Team
- Attend agreed out-of-working-hours activities, e.g., training, staff meetings, parents' evenings etc
- To be aware of and to comply with the Hamilton College Child Protection Policy; Health and Safety; Confidentiality Procedures and all other school policies

**Additional duties at the discretion of the Senior Leadership Team:**

Additional duties may be required from time to time to ensure the safe and smooth functioning of the school.