

JOB DESCRIPTION



JOB TITLE: School Support Assistant
SCHOOL: Oldbury Wells School
GRADE: 4/5 **HOURS:** 22.50 per week
SALARY RANGE: Grade 4 - £18,933 per annum (pro rata to hours worked)
Grade 5 - £19,312 per annum (pro-rata to hours worked)
POST STATUS: Fixed Term Contract – initially until 31/08/2021 in the first instance
WORKING YEAR: Term time only (38 weeks per annum)

Conditions of service are those specified by the National Joint Council for Local Government Services

Position:	School Support Assistant
Main outline of the job:	The role involves working as part of the Oldbury Wells staff team. This post is quite a physically active role within the school. It includes helping to organise staggered breaks and lunches for students, supporting student's welfare and in the smooth running of the school undertaking break and lunch time and crossing duties. In addition to this the post holder will be expected to provide support through mentoring and welfare work of pupils as appropriate
Person Specification:	<p>We are looking for a person with the following skills:</p> <ul style="list-style-type: none"> • A person who gets on well with 11-18-year olds • A person who is well organised and thorough • A person who is calm but assertive • Well organised and a good timekeeper • Someone who works well within a team and is prepared to "get stuck-in" as required • Someone who is able to listen well but also able to make sensible judgements and decisions • A person who is confident in working and liaising with staff as well as pupils • A person who is able to think for themselves and predict the likely issues arising during the day-to-day running of the school • A Basic level if ICT skills ICT systems
Other Responsibilities	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure equal opportunities for all • Undertake investigation of incidents within school. • Undertake mentoring of complex student situations/behaviour issues • Contribute to the overall ethos/work/aims of the school • Appreciate and support the role of other professionals • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required • Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes. • Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher. • Any other duties that would reasonably be expected of the post holder. • Will need to undertake an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

Safeguarding	<ul style="list-style-type: none"> • Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.
Data Protection and other statutory responsibilities	<ul style="list-style-type: none"> • Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to in the Shropshire Career Pathway Data Protection JD for school staff.
Other Duties	<ul style="list-style-type: none"> • Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.
Review and Signatures	<ul style="list-style-type: none"> • This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.