

Job Description for Care & Support Assistant

This is a temporary fixed term part time post, for 1 year only

Highgate Infant School

Salary: Grade A

Benefits: CPD and training opportunities

Hours of work: 20 hours, 4 hours a day

To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the whole school experience.
--

Supervise and support pupils ensuring their safety and access to learning.
--

Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities led by the teacher.
--

Prepare classroom as directed for lessons/snacks/focused support sessions and clear afterwards.

Be aware of pupil problems, issues, achievements and report to the teacher.

Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

Provide clerical and administrative support by completing care related paperwork
--

Support pupils to understand instructions.
--

Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection/GDPR, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to develop and grow.
--

Attend relevant meetings as required and participate in training and other learning activities and performance development as required.

Assist with the supervision of pupils out of lesson times. Accompany teaching staff and pupils in visits and out of school activities as required.
--

Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.
