



**Steel City**  
Schools Partnership

Recruitment  
information for the  
position of

**Pupil Support Assistant  
Fox Hill Primary**



# Steel City

Schools Partnership

## PUPIL SUPPORT ASSISTANT

***The Trustees of Steel City Schools Partnership are looking to recruit a permanent, full-time Pupil Support Assistant to start as soon as possible. The post is for 37 hrs / 41 weeks per year, Grade 4 £25,584- £27,711 421 (pro-rata), actual part time salary £23,134 - £25,058***

*Fox Hill is a successful school (Ofsted Good - July 2019) in the north of Sheffield serving predominantly the Fox Hill estate. The school has approximately 55% of the cohort deemed disadvantaged pupils and also hosts an Integrated Resource base for 18 pupils with 'complex and multiple' special educational needs. We follow a Trauma Informed, Relational approach to supporting pupils.*

### **Expectations:**

- To care for all pupils, particularly those who need support to overcome barriers to learning such as behaviour and SEMH difficulties.
- To plan and deliver interventions to help pupils self-regulate.
- To engage children in purposeful activities in lessons and at break and lunch times.
- To build positive relationships with children and families to enable access to a high-quality education.
- To play a central role in a successful pastoral team, liaising impactfully with the broader school team and contributing to the Trust pastoral network.
- To support and champion pupils good attendance.

### **Relevant Qualifications:**

- Good literacy/numeracy skills
- Relevant experience (e.g. use of trauma informed practice, de-escalation strategies)
- Theraplay or equivalent (or a willingness to undertake training)

The successful applicant must have the ability to work as an effective team member, be well organised, and have the ability to communicate with children and adults in a constructive and effective way.

We are looking for individuals who are lively and enthusiastic and who have the following philosophy:

- Committed to excellence within their work in school and across the partnership.
- Committed to child-centred education built on nurturing relationships.

**We expect the successful candidate to work collaboratively, building on the successes of the individual schools and working in conjunction with other staff and families to raise standards and enhance outcomes for pupils.**

### **Application Information:**

For further information, or to arrange a visit to the school,  
please call 0114 231 3469

## **Achieving Excellence – Sustaining Excellence – Sharing Excellence**

**We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.**

**We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone.**

**Achieving Excellence – Sustaining Excellence – Sharing Excellence**

*Steel City Schools Partnership is an exempt charity regulated by the Secretary of State of Education. It is a company limited by guarantee registered in England and Wales (company number 8356745), whose registered office is at Monteny Primary, Monteny Crescent, Sheffield, S5 9DN.*



## **JOB DESCRIPTION**

Steel City Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

|                                   |  |
|-----------------------------------|--|
| <b>SCHOOL</b>                     | <b>Fox Hill Primary</b>  |
| <b>POST TITLE</b>                 | <b>PUPIL SUPPORT ASSISTANT</b>   |
| <b>ROLE PROFILE</b>               | <b>LD3</b>   |
| <b>JOB NUMBER</b>                 | <b>SCH/BP/LD/008</b>   |
| <b>GRADE</b>                      | <b>4</b>   |
| <b>RESPONSIBLE TO</b>             | <b>Headteacher</b>   |
| <b>RESPONSIBLE FOR</b>            | <b>NOT APPLICABLE</b>  |
| <b>HOLIDAY AND SICKNESS COVER</b> |  |
| <b>PURPOSE OF JOB</b>             | <b>WORKING UNDER GUIDANCE: TO PROVIDE SUPPORT IN ADDRESSING THE NEEDS OF PUPILS WHO NEED PARTICULAR HELP TO OVERCOME BARRIERS TO LEARNING.</b>   |
| <b>RELEVANT QUALIFICATIONS</b>    | <b>VERY GOOD NUMERACY / LITERACY SKILLS<br/>NVQ3 FOR TEACHING ASSISTANTS OR EQUIVALENT QUALIFICATION OR EXPERIENCE<br/>THERAPLAY OR EQUIVALENT (or a willingness to undertake training);</b> |

## **MAIN DUTIES AND RESPONSIBILITIES**

### **SUPPORT FOR PUPILS**

1. Provide pastoral support to pupils
2. Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable
3. Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development
4. Participate in comprehensive assessment of pupils to determine those in need of particular help
5. Assist the teacher with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans
6. Support provision for pupils with special needs
7. Establish productive working relationships with pupils, acting as a role model
8. Develop small group and 1:1 mentoring arrangements with pupils and provide support for distressed pupils
9. Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent
10. Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
11. Challenge and motivate pupils, promote and reinforce self-esteem
12. Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

### **SUPPORT FOR THE TEACHER/WIDER PASTORAL TEAM**

1. Liaise with feeder schools and other relevant bodies to gather pupil information
2. Support pupils' access to learning using appropriate strategies, resources etc.
3. Work with other staff in planning, evaluating and adjusting learning activities as appropriate
4. Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording
5. Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence
6. Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
7. Assist in the development and implementation of appropriate behaviour management strategies
8. Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
9. Assist in the development, implementation and monitoring of systems relating to attendance and integration
10. Clerical/admin support e.g. dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions etc., making phone calls etc.

### **SUPPORT FOR THE CURRICULUM**

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
2. Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
3. Determine the need for, prepare and use specialist equipment, plans and resources to support pupils

## **SUPPORT FOR THE SCHOOL**

1. 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
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
5. Attend and participate in regular meetings
6. Participate in training and other learning activities as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Assist in the supervision, training and development of staff
9. Implement planned supervision of pupils out of school hours
10. Supervise pupils on visits, trips and out of school activities as required

## **SPECIFIC DUTIES AND RESPONSIBILITIES, PSA with responsibility for attendance**

1. To check and input data related to the attendance of pupils on a daily basis, and to ensure that attendance data held within the SIMS system is accurate.
2. To operate efficiently and effectively computer based and manual attendance systems within the School.
3. To contact parents / guardians by phone or letter concerning their child's absence and record reasons for absence on to the SIMS system.
4. To provide timely data / reports in line with the Trust / School's Attendance Policy on individual pupil attendance, class attendance figures, year attendance figures.
5. To provide any other statistics, reports and returns in relation to attendance that is necessary to meet both internal and external requirements.
6. To promptly access and enter off site attendance of pupils and inform relevant members of staff of any absences which need following up.
7. Liaise with parents / guardians and students as required to discuss attendance matters.
8. To process parental requests for pupil leave during term time.

Any other duties and responsibilities appropriate to the grade and role

**The postholder must, at all times, carry out his/her duties and responsibilities within the spirit of Steel City Schools Partnership and School policies and within the legislative framework applicable to academies.**