

Job Description & Person Specification

Pupil Support Worker Belmont Secondary School

Job Purpose

To work as a Pupil Support Worker, providing support to the teacher and the pupils within an assigned group. In addition to agreed responsibilities of Pupil Support Worker and any reasonable direction from the Head Teacher or member of the Senior Leadership Team the Pupil Support Worker will:

Main Tasks

- 1 To support pupils emotional, social and behavioural wellbeing.
- 2 To assist teachers in developing and implementing individual educational programmes.
- 3 To support individual and small groups of children across a broad and balanced curriculum.
- 4 To work with individual and small groups of children on educational activities.
- 5 To prepare materials and equipment.
- 6 To occasionally transport children home after detentions and educational visits etc.

Job Activities

- 1 To work with individual and small groups of children in conjunction with the subject teacher.
- 2 To record relevant educational, social and behavioural information within an agreed framework.
- 3 To implement agreed individual educational/behavioural programmes.
- 4 To promote the social and emotional development of children through positive approaches that will encourage appropriate relationships and the development of self-esteem.
- 5 To accompany class groups on external educational visits.
- 6 To assist subject teacher in group and individual behavioural management, within the agreed school framework.
- 7 To assist in classroom organisation and display work.
- 8 To contribute to pupils' annual review reports and progress files.
- 9 To attend staff meetings and contribute constructively on specific issues to encourage the development of agreed whole school policies and procedures.
- 10 To attend morning and afternoon briefings.
- 11 To participate in In-Service Training including Team Teach and Staff Development Programmes.
- 12 To eat with the children at lunch time, encouraging appropriate behaviour, social skills and positive interactions.
- 13 To supervise pupils at all times.

Accountability

The Pupil Support Worker will be immediately responsible to their Line Manger and ultimately the Head Teacher. Within the learning environment you will operate under guidance of teaching/instructing staff.

As a member of staff at Belmont Secondary School you will:

- a) fulfil all aspects of the main tasks identified on your job description
- b) fulfil all aspects of the job activities identified on your job description
- c) follow all policies, practices and procedures identified in the staff handbook
- d) fulfil the following generic aspects:
 - conduct themselves in a professional manner
 - adhere to the school dress code
 - to complete paperwork as and when required

Working Time

- 1 The PSW will be required to work term time only, but may be requested to cover up to 5 additional days during the holidays if required.
- 2 Working hours are 37.5 hours per week plus staff meeting and training as end when required.

Salary & Conditions

In accordance with Belmont Secondary School Pay Scales and Conditions of Service.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Belmont Secondary School is committed to safeguarding and the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment will be subject to an enhanced DBS check.

Essential

- GCSE's in Maths and English, grade C or above
- Basic computer literacy skills
- Ability to work as part of a team
- Flexible approach to working
- Ability to build relationships with children & young people
- Negotiation Skills
- High expectations of others
- Resilience
- Ability to work on own initiative
- Willing to undertake training
- Ability to prioritise tasks

Desirable

- Previous experience of working with young people, preferably in an educational setting
- Qualification related to Child or Social Care
- Driving Licence