



Job Description and Person Specification

Post Title	Pupil Support Assistant
Salary	£15,246 - £16,491 fte dependent on knowledge and experience (will be pro-rata'd)
Purpose:	To work as a member of a strong team, who focus on building in young people a sense of self belief, self-confidence and pride. Pupil Support Assistants support high quality teaching and learning within and beyond the classroom and contribute to the progress, achievement and engagement of young people in the life of the school.
Reporting to:	The SENCo / Line Manager
Working Time:	30.25 / 39 weeks per year; Monday to Friday
Specific Areas of Responsibility	
Main duties	<ul style="list-style-type: none"> To support individuals and groups further develop their self-belief, self-confidence and sense of pride To work alongside classroom teachers to deliver their accountabilities for every child accessing learning and making progress in every lesson To support small groups with their learning, engagement and progress within or outside the class, as directed To support the learning of pupils with all types of need in lessons and throughout the day To liaise with teachers concerning the content learning and objectives of lessons, to support with differentiation (modification of learning materials) to enable all young people to engage with the lesson or learning To engage fully with the work of the Virtual School, including professional development, monitoring progress and sharing good practice To encourage pupils to develop as confident and independent learners, in and out of the classroom To maintain records and report on pupils' progress and continuing needs, as part of the regular review process Participate in the review and implementation of School and Department Policies and development plans In all of the above, to work in consultation with, and be responsible to, the SENCo and the Head of School
Monitoring	<ul style="list-style-type: none"> To keep records of involvement with individuals and groups To provide evidence of individual / group performance and outcomes from interventions
Generic Responsibilities	

- To act as a positive role model
- To participate in school initiatives where every person is expected to contribute to learners progress
- To participate in the GFM's professional learning programme as agreed
- To contribute to the GFM's procedures for a self-evaluation process
- To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- To play a full part in the life of the GFM Community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.

Mobility Clause

As an employee of the GFM you may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role. For administrative purposes, including payment of travel expenses to establishments within the GFM, your work base will be Bay House School

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Post Holder Print Name _____

Signature _____

Dated _____

GFM Education is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Person Specification LSA Inclusion	<i>Essential/Desirable</i>
Knowledge of ICT skills to support the data management of the school system and the analysis of pupil progress	<i>D</i>
Ability to work in a team and individually	<i>E</i>
Ability to access information, download material/make entries electronically, operate the school's database, produce and operate spreadsheet packages, produce analyses, use email	<i>D</i>
High level of IT competence in Excel and Word, literary and numeracy skills	<i>E</i>
Good written and verbal communication skills and be able to relate well to pupils, school staff and other organisations	<i>E</i>
Capacity to work accurately under pressure and to meet deadlines and effectively organise priorities	<i>E</i>
Ability to self-evaluate and actively seek opportunity for self-improvement	<i>D</i>
Excellent record of attendance and punctuality	<i>D</i>

Team-player, personable, approachable, emotionally intelligent with a sense of humour	<i>D</i>
Ability to deal with any confrontational situations appropriately	<i>D</i>
Ability to maintain confidentiality in dealings with pupils	<i>E</i>
Demonstrates an understanding and awareness of child behaviour	<i>D</i>