



JOB DESCRIPTION

JOB TITLE: Pupil Support Assistant (PSA)
GRADE: Grade C, SCP 2-4 (Paid Term Time Only+ 1 week)
RESPONSIBLE TO: Advanced Teaching Assistant
RESPONSIBLE FOR: N/A

Job Purpose:

To work alongside all members of the staff team to secure a safe and caring environment for pupils before, during and after the midday break.

Undertake pupil's personal care routines following guidelines.

To undertake feeding of pupils according to feeding programme drawn up by teachers and speech & language therapist.

Working 3 hrs a day 5 days a week term time only + 1 week for inset

ACCOUNTABILITIES/MAIN RESPONSIBILITIES

Effective Communication and engagement with children, young people, their families and carers	<ul style="list-style-type: none"> • Under the general direction of the class teacher take part in establishing constructive relationships with pupils, parents/carers and with other agencies/professionals. • Communicate effectively with all children & young people. • Provide support and encouragement to children and young people. • Know that communication is a two way process • Resolve minor disputes between pupils
Child and young person development	<ul style="list-style-type: none"> • Support the learning process under the direction of the teaching or other appropriate staff • Provide, with appropriate guidance and supervision limits, educational, emotional and physical support to students. • Assist in the implementation of appropriate behaviour management strategies. • Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff • Know how to interact with children in ways that support the development of their ability to think and learn. • Participate in relevant training as appropriate to build on your skills and knowledge. • Knowledge of special educational needs
Safeguarding and promoting the welfare of the child	<ul style="list-style-type: none"> • Supervise the playground area, playing fields, cloakrooms and classrooms etc during the lunchtime break. • Support with and carry out personal care routines

	<p>including toileting and changing of students</p> <ul style="list-style-type: none"> • Assisting pupils with feeding, including tube feeding of pupils • Establish rapport and respectful, trusting relationships with children, young people and those caring for them. • Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner. • Deal with minor first aid incidents; follow appropriate procedures for recording and reporting. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
Supporting transitions	<ul style="list-style-type: none"> • Understand your own role and its limits, and the importance of providing care or support.
Multi-agency working	<ul style="list-style-type: none"> • Know the value and expertise you bring to a team and that brought by your colleagues. • Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families.
Sharing information	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security. • Understand the importance of sharing information, how it can help and the dangers of not doing so. • Be aware of own (and others’) professional boundaries. • Know that www.everychildmatters.gov.uk provides further information about children, young people and families services and practice. • Attend staff meetings, training days and management team meetings by agreement with the Headteacher.
Administration/Other	<ul style="list-style-type: none"> • Prepare materials and undertake minor clerical duties. • Participate in the School’s performance management scheme • Participate in training and other learning activities and performance development as required.
Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • Assist in the removal of food and cleaning of equipment once pupils have eaten their lunch
Equalities	<ul style="list-style-type: none"> • Ensure services are delivered in accordance with the aims of the equality Policy Statement • Develop own understanding of equality issues



PERSON SPECIFICATION

JOB TITLE: Pupil Support Assistant
GRADE: Band 4 (SCP 9-13)

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications & Training <ul style="list-style-type: none"> Childcare Qualification at Level 2 (or equivalent). Appropriate first aid training or willingness to undertake training 	X	X	2 & 5 2 & 5
Experience <ul style="list-style-type: none"> Experience appropriate to working with children in an education setting. Awareness of health & hygiene issues 	X X		2 & 4
Skills & Knowledge <ul style="list-style-type: none"> Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, children, young people Good understanding of child development and learning processes. Behaviour management experience Judgemental skills Be physically fit to carry out active playground and intimate toileting duties 	X X	X X X	2, 3 & 4 2 & 4 2 & 4
Personal Qualities <ul style="list-style-type: none"> Demonstrable interpersonal skills. Ability to work successfully in a team. Confidentiality. Initiative 	X X X	X	2 & 4 2 & 4 2 & 4 2 & 4
Other Requirements <ul style="list-style-type: none"> To be committed to the school's policies and ethos. To be committed to Continuing Professional Development Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline. 	X X X X X		2 & 4 2 & 4 2 & 4 2 & 4 2 & 4
Equal opportunities To assist in ensuring that NYCC's equalities policies are considered within the school's working practices in terms of both employment and service delivery	X		2 & 4

Assessment:

1. Test prior to shortlisting (i.e. all applicants)
2. From application form
3. Test after shortlisting
4. Probing at interview
5. Documentary Evidence
6. OTHER (Please specify)

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Equal Opportunities

Equal Opportunities

North Yorkshire County Council supports the principle of equality of opportunity in employment and has a clearly stated policy for Equalities and a copy can be downloaded from www.n-yorks.gov.uk. The Dales School also has an equal opportunities policy adapted from the County Council's Policy.