



**Silsden Primary School**

## Silsden Primary School

### Outline Job Description

<b>POST TITLE:</b>	<b>PUPIL SUPPORT ASSISTANT</b>
<b>GRADE:</b>	<b>BAND 5, SCP 5-6</b>

#### GENERIC INTRODUCTION:

The following information is furnished to assist staff joining Silsden Primary School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Silsden Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. Silsden Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### PRIME OBJECTIVES OF THE POST:

The specific duties and responsibilities of a school pupil carer can vary depending on the age and needs of the pupils they support.

A Pupil Support Assistant provides crucial support to pupils, particularly those with additional needs, to help them access education and thrive socially and emotionally. This role involves assisting with learning, promoting positive behaviour, and ensuring pupil well-being, often working under the direction of teachers and school leadership.

The role involves providing support to pupils with diverse needs to ensure they can access education and participate in school life. This includes assisting with personal care, implementing individual support plans, promoting independence, and fostering positive behaviour. The role also encompasses communication with teachers, parents, and other professionals to ensure a holistic approach to student well-being and learning.



Working within school policies and procedures under the direction and guidance of senior staff and within an agreed system of supervision.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

## **KEY TASKS**

For an identified pupil, be responsible for the care, supervision and implementation of their healthcare and education plan

- Adhere at all times to the personalised plan of care for each child and to school policies
- Provide help with dietary needs, medication administration, mobility and personal care
- Perform basic medical checks, such as oxygen levels and temperature
- Undertake intimate care, when needed, in line with school policy and procedures
- Prepare and administer food and medication through a gastrostomy tube or orally
- Ensure that all equipment is in good working order at the beginning and end of each day

Effective communication and engagement with pupils, their families and other professionals.

- Ensure the safety of the child by monitoring and reporting all concerns and any changes to the relevant parties
- Maintain accurate records when required

Safeguarding and promoting the welfare of the child

- Promote and sustain a suitable environment in which the child feels safe and comfortable
- Undergo all relevant training and be passed as competent before carrying out any care intervention
- Maintain personal and professional boundaries at all times

Child Development

- Provide with appropriate guidance and supervision, educational, health, emotional and physical support to pupils.
- Assist in the implementation of appropriate behavior management strategies.

Sharing information

- Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual pupils.
- 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.
- Attend meetings and training days by agreement with the headteacher



#### Administration / other

- Undertake minor clerical duties
- Participate in training and other learning activities and performance development as required.

#### Health and Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist health and safety responsibilities.

#### **EFFORT DEMANDS:**

- Will assist in maintaining the good discipline of pupils throughout school and be expected to use good common sense, as well as use initiative in all matters relating to the conduct and behaviour of individual pupils, groups of pupils and whole classes, the safety, mobility (if required), hygiene and well being of the pupils; making decisions within established working practices and procedures.
- Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- Acting as a role model, will establish productive and constructive working relationships with pupils, setting high expectations, motivating and interacting with them, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to learn and develop whilst responding appropriately.
- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.



**ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- This post may require you to undertake specific pupil related training i.e First Aid, specific medical training, manual handling etc. You are expected to undertake and pass this training

**PERSONNEL SPECIFICATION:**

Person Specification

Criteria	Essential	Desirable
<b>Qualifications &amp; training</b>		
GCSE level or above in English & Maths	√	
Healthcare / medical qualifications		√
Basic First Aid qualification		√
Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. Team Teach, Moving & Handling, Special Educational Needs.	√	



<p><b>Experience</b></p> <p>Experience appropriate to working with children in an educational or similar setting</p> <p>Experience of assisting with health and medical routines of pupils</p> <p>Preparation of meals and gastrostomy tube feeding</p> <p>Experience of working in a class based environment with SEN pupils</p> <p>Experience of working effectively with children with challenging behaviour</p> <p>Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>
<p><b>Skills &amp; knowledge</b></p> <p>Good written and verbal communication skills with a range of staff, children and their families</p> <p>Good understanding of child development and learning processes</p> <p>Administering of medication orally/inhaled/via gastrostomy and supplies management between home and school</p> <p>Sound literacy and numeracy skills</p> <p>Basic IT skills</p> <p>Behaviour management</p> <p>An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs.</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>



<p><b>Personal qualities</b></p> <p>Being sympathetic, patient and sensitive to the needs of individual students</p> <p>Being discrete, professional, respectful and friendly</p> <p>Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Ability to work successfully as part of a team</p> <p>Physically fit and having stamina (due to manual handling of assisting students etc)</p> <p>Confidentiality</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Other Requirements</b></p> <p>To be committed to the school's policies and ethos</p> <p>To be committed to continuing professional development</p> <p>Motivation to work with children with significant additional needs including those relating to medical and physical conditions.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

## FLUENCY DUTY

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

### Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.



### **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

### **OTHER CONSIDERATIONS**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.