

Job Description

Name of school	Tranmere Park Primary
Job Title	Behaviour Support Assistant
Grade	B1 (Fixed Term Contract)
Accountable to	Class Teacher/Team Leader/Headteacher

Role

To work under the guidance of teaching and senior staff, to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work be carried out in the classroom or outside the main teaching area. To undertake structured and agreed teaching programmes.

Main duties

1. To supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
3. To promote the inclusion and acceptance of all pupils
4. To provide feedback to pupils in relation to progress and achievement under guidance of the teacher
5. To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
6. To display pupils' work in accordance with school policy
7. To assist with the planning of learning activities and production of resources
8. To ensure orderly/tidy working environment
9. Maintain everyday equipment and check for quality/safety
10. Undertake simple repairs and report damages
11. To monitor pupils' responses to learning activities and accurately record achievement/progress as directed
12. Support pupils to access facilities and resources which may be off school site
13. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc
14. Follow 'Team Teach' or equivalent de-escalation and restraint training techniques and guidance

15. To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established good policy and encourage pupils to take responsibility for their own behaviour
16. To establish constructive relationships with parents/carers
17. To administer routine tests
18. To prepare, maintain and use equipment/resources required to meet the lesson plans in the teaching programme
19. To keep records of progress of children undertaking the teaching programme and liaise with class teachers
20. To support the use of ICT in learning activities and develop pupils' competence and independence in its use
21. To assist with pupil first aid/welfare
22. To work with children (usually in groups) under the direction of the class teacher, including during storytime
23. To 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
24. To assist with the supervision of pupils out of lesson times
25. To carry out any additional duties as required within working hours
26. To accompany pupils and teaching staff on visits, trips and out of school activities and interventions as required and take responsibility for a group under the supervision of the teacher
27. To contribute to the overall ethos/work/aims of the school
28. To appreciate and support the role of other professionals
29. To attend and participate in relevant meetings as required
30. To participate in training and other learning activities and performance development as required
31. To provide clerical/administration support eg photocopying, typing, filing, money, administer coursework etc
32. To attend relevant training days
33. To provide support and guidance for other support staff where appropriate

Alison Hodgson 14/03/2019