



Heltwate School

Safeguarding Children and Young People

Heltwate School is committed to safeguarding and promoting the welfare of the children and young people in its care and expects all staff and volunteers to share this commitment and adhere to the school's safeguarding policy and procedures.

Job Description: Pupil Support Assistant

Main Purpose:

To work as part of a team to ensure safety, wellbeing and social aspects of the pupil's development before, during and after the break and lunchtimes periods.

Main Duties and Responsibilities

- Under the guidance of the class teacher undertake work/care/support programmes to enable access to learning for pupils.
- To supervise pupils, during the break and lunch period, on the playgrounds, in the dining hall and school premises, ensuring the safety, welfare, physical and mental wellbeing of pupils and the maintenance of good order and discipline.
- To provide personal/intimate care to pupils as required.
- Assist with the administration of medication and/or feeds as required.
- To report to the Deputy Headteacher at the beginning of the contracted day to receive any instructions with regard to duties.
- To deal with behaviour of pupils in accordance with the school behaviour policy, reporting any incidents using the school's online systems as appropriate.
- To ensure the safety and wellbeing of children, providing emotional support where necessary.
- To arrange and supervise appropriate activities under the direction of the Deputy Headteacher.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
- To promote the safety and wellbeing of pupils in accordance with the school's Child Protection and other relevant policies.
- To supervise pupils on the school premises in the event of bad weather.
- Work within the classroom and undertake support activities with the pupils as directed by the class teacher.

Supporting the pupils

Aid the learning, social and independent skills of pupils by:

- Clarifying and explaining instructions.
- Ensuring that the child is able to use the equipment and materials provided in safe a manner.
- Motivating and encouraging the child as required.
- Modelling appropriate manners, behaviours and social expectations.
- To encourage all pupils to eat, assist children with feeding, cutting, pouring etc where necessary.
- Support pupils with toileting needs to aid independence as required.
- Developing appropriate resources to support the pupil/pupils.
- Provide targeted support as directed by the class teacher and/or other agencies.

Supporting the school

- Be aware of, and comply with policies and procedures, e.g. child safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Accompany staff and pupils on visits, trips and out of school activities as required.
- Develop and maintain effective relationships with other staff, parents and carers and external professionals.
- Take part in training and attend meetings, which are appropriate to the job role as directed by the Headteacher.



Heltwate School Pupil Support Assistant Person Specification

Factor	Essential	Desirable
Qualifications	A good standard of education	
Experience	Experience of working with pupils in a school setting	Evidence of working with young people with SEND Evidence of training within an educational setting Evidence of training within a 'carers' setting
Skills and Knowledge	The ability to work as part of a team The ability to liaise positively with parents / carers A positive and sensitive attitude towards children with SEND, their parents /carers and those from varying social and cultural backgrounds To fully understand issues associated with safeguarding children	Able to manage pupils exhibiting challenging behaviour
Curriculum		Experience of delivering and adapting learning activities with individuals or small groups An understanding of the National Curriculum Experience of working collaboratively as part of a multi-disciplinary team
Personal Attributes	A capability to enjoy the challenges associated with a special school Able to deal with difficult emotionally charged situations A sense of humour Patience when dealing with young people	Ability to respond flexibly to school's challenging population and the needs of the pupils on a daily basis