

VILLA REAL SCHOOL

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| POST: | Support Assistant (SA) |
| QUALIFICATIONS: | None required |
| HOURS: | Part Time: 9:00AM – 4:00PM (32.5hrs), Temporary |

The responsibilities of the post are to be carried out in keeping with the ethos of the school and within the agreed school policies and aims.

Support Assistants are here to help with all pupils and students at any time as and when they are needed.

Support Assistants are primarily concerned with carrying out educational activities and the care routines of the pupils and students. Next are the class support routines e.g. preparation and maintenance of resources for teaching and care. The list below is not exhaustive. Any time left over is to be used as directed by the teacher or TA for the benefit of the pupils and students care, social, emotional, behavioural and educational well being and for the smooth running of the school.

The job may require frequent exposure to highly medical working conditions e.g. being in direct contact with body fluids. Occasional involvement to children who may exhibit challenging behaviours such as kicking, biting, scratching, head-butting, spitting, verbal aggression.

Training in manual handling, eating and feeding, health and safety, Team Teach, behaviour management, hydrotherapy and child protection is part of the in school training package. Support is provided until the post holder is able to carry out the routines as part of the SA team.

1. Assisting with the learning in a bespoke room with one or two students with severe Autism remotely supported by a teacher
2. Leading SALT, Physio and Occupational Therapy with the individual students
3. Leading individual students in literacy and numeracy
4. Leading individual students in regulation activities according to their arousal curves and utilising Team Teach as appropriate
5. As the students are teenagers you will be required to support with work around privacy. This requires students' dignity being maintained at all times
6. As students have significant communication needs you will be required to utilise a total communication approach
7. Cleaning and changing of pupils and students who have poor or no bowel and/or bladder control

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8. General hygiene and care of all pupils and students as necessary, assisting pupils with dressing/undressing, toileting, washing, showering, menstruation, nose wiping etc.
9. Hoisting and positioning of pupils/ students
10. 1:1 feeding or eating and feeding as directed assisting with the development of skills associated with independence, appropriate social behaviour and good manners
11. Assist with supervision in the outdoor environment
12. Daily laundry
13. Cleaning and hygiene of specialist seating and or spillages
14. Escorting pupils to and from home/school transport or outdoor activities or trips
15. Preparation of drinks and the hygiene and care of all specialist feeding/ drinking equipment in the classroom
16. Assisting with hydrotherapy, PE and other similar activities
17. Assisting as required by the Head Teacher in any way that is: consistent with the level and training of the job; for the benefit of the pupils and students and for the smooth running of the school