Job Description

Post title	Support Assistant (SA)
Job Evaluation	A5524
Grade	Grade 1
Service	Schools
Service area	Villa Real School
Reporting to	The postholder will be accountable to The Headteacher
Location	Your normal place of work will be Villa Real School
Disclosure and Barring Service (DBS)	This post **is subject to an Enhanced Disclosure**

Description Of Role

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. 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 successful candidate will be employed in our Early Years ASC classroom.

The job may require 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.

Duties and Responsibilities

- Assisting with the learning in class as directed by a teacher
- Leading 1:1 or small groups re: SALT, Physio and Occupational Therapy
- Leading 1:1 or small groups in literacy and numeracy
- Cleaning and changing of pupils and students who have poor or no bowel and/or bladder control
- General hygiene and care of all pupils and students as necessary, assisting pupils with dressing/undressing, toileting, washing, showering, menstruation, nose wiping etc.
- Hoisting and positioning of pupils/ students

- 1:1 feeding or group eating and feeding as directed assisting with the development of skills associated with independence, appropriate social behaviour and good manners
- Assist with yard duty
- Daily laundry
- Cleaning and hygiene of specialist seating and or spillages

Organisational Responsibilities

Values and behaviours
To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles
To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication
To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing
To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity
To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality
To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Climate Change
To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance management
To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)
To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)
To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)
To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.