

VILLA REAL SCHOOL

POST:	Support Assistant (SA)
QUALIFICATIONS:	None required
HOURS:	Part Time: 10:00AM – 2:00PM (20 hrs), 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 class as directed by a teacher
2. Leading 1:1 or small groups re: SALT, Physio and Occupational Therapy
3. Leading 1:1 or small groups in literacy and numeracy
4. Cleaning and changing of pupils and students who have poor or no bowel and/or bladder control
5. General hygiene and care of all pupils and students as necessary, assisting pupils with dressing/undressing, toileting, washing, showering, menstruation, nose wiping etc.
6. Hoisting and positioning of pupils/ students
7. 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
8. Assist with yard duty
9. Daily laundry
10. Cleaning and hygiene of specialist seating and or spillages

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11. Escorting pupils to and from home/school transport or outdoor activities or trips
12. Preparation of drinks and the hygiene and care of all specialist feeding/ drinking equipment in the classroom
13. Assisting with hydrotherapy, PE and other similar activities
14. 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

July 2025