

Job Description



Job Title:	Pupil Support Assistant
Department:	Additional Support for Learning
	Senior School
Line Manager:	Head of Additional Support for Learning

Job Purpose:

To provide dedicated classroom support, as well as personalised, holistic one-to-one and/or small group assistance, to pupils with a wide range of additional needs—whether physical, emotional, social, behavioural, or related to learning. The goal is to ensure every pupil has access to a rich and fulfilling educational experience within the School.

The role also involves offering direct support to assigned pupils across all school activities, while promoting their independence and safeguarding their dignity at all times.

Main Responsibilities:

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| 1 | <p>Supporting Learning and Teaching Activities:</p> <p>To support excellent standards of learning and teaching and encourage independence and improvement by recognising and responding to the unique needs and developmental requirements of each child.</p> <p>To assist teaching staff in supporting pupils with specific learning needs to access the curriculum and promote inclusion and accessibility to the school experience.</p> <p>As directed by the teacher, and depending on the particular needs of each student, this may include a range of tasks such as:</p> <ul style="list-style-type: none"> • helping them with their organisation of classroom work and participation in learning activities, including managing behaviour and keeping them on task • preparing for classroom activities and setting up learning support materials, technology and equipment • helping students understand verbal or written instructions or explaining/reinforcing key learning points • reading, taking notes or scribing for students in class or during exams • supporting them with communication and discussion work, including the use of augmentative communication equipment, if appropriate • providing feedback to the pupil to maintain motivation and enhance self-esteem |
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2	<p>Supporting personal care, mobility and health and welfare needs:</p> <p>To attend to the individual personal care, health and medical needs of pupils, assisting them in maintaining a safe, health and hygienic environment whilst at School, enabling them to function at their full potential.</p> <p>To support individual care plans and health and safety requirements for students by helping with a range of planned procedures such as emergency/fire evacuations, anticipated medical emergencies (e.g. asthma),</p> <p>Depending on the particular needs of each student and their learning/care plan, this may include a range of tasks such as:</p> <ul style="list-style-type: none"> • supporting and promoting independence to students making use of wheelchairs or walking aids, visual and hearing aids etc • escorting them to/from class and settling them in the learning environment 	
3	<p>Supporting behavioural and emotional needs:</p> <p>To support and reinforce positive behaviour management strategies for each allocated student, guiding their behaviour and helping them to demonstrate good standards of conduct in line with School policies and routines (e.g. timekeeping, homework, dress code, dignity and respect).</p> <p>To support a range of behavioural and emotional needs, for example, by offering praise and encouragement to pupils, assisting them in building and maintaining trust, supporting their ability to make choices, promoting positive interaction and cooperative working with other pupils, acknowledging feelings and supporting appropriate expression of emotions, etc.</p> <p>To help teachers in maintaining any associated records of behavioural patterns, observations of changes in behaviour, welfare concerns etc.</p> <p>To provide a range of support to students participating in learning and teaching activities outwith the classroom, e.g. recreational/social activities, drama or music rehearsals or shows, school trips, and swimming and sport/PE lessons etc.</p>	
4	<p>Supporting administration, planning and review activities:</p> <p>To contribute to supporting teachers with the collection and maintenance of information, as required.</p> <p>As directed by teaching staff, contribute to planning and reporting review meetings for students with additional support for learning needs.</p> <p>To positively interact with parents and carers and respond to their comments, suggestions or concerns, ensuring onward communication of information to relevant teaching or other support staff in line with appropriate confidentiality requirements.</p> <p>To carry out other reasonable ad hoc duties as directed by members of the Additional Support for Learning (ASL) or School management team.</p>	

	To participate positively in team meetings and in appropriate continuous professional development events for ASL staff by attending training courses, giving and receiving feedback, maintaining knowledge etc.	
Key Contacts and Working Relationships:		
<ul style="list-style-type: none"> • Supporting pupils in class and ASL centre to ensure excellent standards of learning are achieved. • Working closely with colleagues maintaining a professional and flexible attitude, ensuring that all needs are met. • Where appropriate updating parents with an overview of a pupils' learning activities and homework • External agencies - ensure positive working relationships are maintained to provide appropriate support for all pupils. 		
Planning and Organising:		
<p>The Pupil Support Assistant will be required to plan and prioritise their own workload in line with pupils' daily, weekly and yearly timetables. They must be proactive and flexible to accommodate unexpected pupil demands.</p>		
Problem Solving and Decision Making:		
<p>Reacting to an issue that could arise and ensuring that information is passed onto class teacher or Head of Department.</p>		
Resources and Requirements:		
<p>No line management or budgetary responsibility.</p>		
Knowledge, Skills and Experience:		
<p>Essential:</p> <ul style="list-style-type: none"> • Previous demonstrable experience in a similar role supporting individual pupils with learning and physical needs • Appropriate academic qualifications that would enable successful support as a scribe • Good oral and written communication skills • Good interpersonal and listening skills • Good planning and organisational skills • Competent in use of technology, Microsoft Office, Google etc • Highly empathy and patient • Proactive and intuitive • Adaptable and resilient to cope with the demands of role • Flexibility to provide cover as required for trips, outings, evening rehearsals/shows 		

Desirable:
<ul style="list-style-type: none">● Experience in an educational or learning setting● A related qualification such as an HNC Childhood Practice, SVQ Social Services, or equivalent in a Care related subject