

Job Description

Personal Support Assistant B Post



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

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| Post Title | Personal Support Assistant | Post No | |
| Directorate | Schools | | |
| Division | Reynalds Cross School and Satellite Centre Green Lane | | |
| Salary Band/Range | Band B | | |
| Responsible to | Head teacher | | |
| Location | Reynalds Cross School | | |
| DBS Check | Enhanced | | |
| Special Conditions | Either site | | |

1. Job Purpose

To support a pupil with learning difficulties and challenging behaviours and to work as part of a team under the direction of the class teacher to ensure that all children and young people in the class are supported to enjoy school and make the best possible progress. All staff are expected to do everything they can to protect the children and young people from harm and to make the learning environment safe.

2. Key Responsibilities

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| 2.1 | Main Duties |
| | <ol style="list-style-type: none"> 1. Assist in pupils' personal care/hygiene requirements 2. To feed and or supervise pupils over the lunchtime and break period 3. To support in managing the behaviours of pupils, at times challenging. Applying empathy, patience and understanding when dealing with a range of learning difficulties, including communication, mobility and physical challenges 4. Adapting to changing class routines, remaining flexible to address whole school and child centred needs 5. Ability to provide a collaborative approach to support planning, developing, assessing and implementing programmes of work 6. As and when required support the class team with the overall delivery of lessons and communication with pupils on an individual group basis |
| 2.2 | People |
| | The post does not involve direct responsibility for the supervision, direction or co-ordination of other employees. |

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| | 2.3 | Safeguarding |
| | | The School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with. |
| | 2.4 | Financial |
| | | The post holder is unlikely to be required to handle money. |
| | 2.5 | Buildings & Equipment |
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| | 2.6 | Health & Safety |
| | | The post holder will be responsible for his/her own Health and Safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies. |
| | 2.7 | Information Management |
| | | As an employee of the School, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998. |
| | 2.8 | Policies & Procedures |
| | | The post holder will be accountable for ensuring that he/she is aware of relevant School policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures. |
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| 3. | Other Conditions | |
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| | 3.1 | Mobility |
| | | Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the School they may be required. |
| | 3.2 | Equal Opportunities |
| | | Solihull council is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect. |
| | 3.3 | Variations to Job Descriptions |
| | | Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements. |
| | 3.4 | Training and Development |
| | | The School is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs. |
| | 3.6 | Core Qualities & Leadership Framework |
| | | The School expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level. |

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| Compiled/Reviewed | AE |
| Date: | May 2021 |