



Birkdale  
High School  
Aspire - Thrive - Succeed

## JOB DESCRIPTION BIRKDALE HIGH SCHOOL “Nihil Nisi Bonum”

<b>Post Title</b>	<b>Learning (3 days/week) and Administrative (2 days/week) Support Assistant</b>
<b>Reporting to:</b>	SENCO / Office Manager
<b>Working time:</b>	Term time only
<b>Salary/Grade:</b>	Scp 10-13/£15,613 - £16,491 per annum pro-rata
<b>DBS Disclosure level:</b>	Enhanced with barred list information and prohibition orders check

### Main purpose

- To work with and supervise individuals and groups of pupils under the direction/instruction of teaching and/or senior staff, inclusive of physical and general care and basic classroom management techniques.
- To provide the school with administrative support.
- To support the school and the Subject Leader in securing a high quality of education for all learners.

In addition, you are required to undertake the following responsibilities, which may or may not be included above:

### General responsibilities

- To support and promote the school's aims and objectives.
- To ensure a duty of care at all times to safeguard and promote the welfare of all students.
- To work within the school's Health and Safety policies to ensure a safe working environment for all students, staff and visitors.
- To work within the school's Equal Opportunities policies to promote equality of opportunities for all students and staff.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and courteous, positive relations with students, parents, colleagues and visitors.
- To actively support and promote positive professional and curriculum links across the school and with partner schools.
- To actively engage with the performance management process and continue with personal and professional development.
- To adhere to school policies and procedures as set out in the Staff Handbook and other documentation available.
- To adhere to and support as appropriate school and departmental procedures regarding assessment including preparation and entry for public examinations as specified by the boards.

### Support for Pupils

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

<b>Support for the Teacher</b>	
<ul style="list-style-type: none"> <li>• Provide minimal clerical/administration support (eg photocopying, typing, filing etc).</li> <li>• Assist with the display of pupils' work.</li> <li>• Prepare classroom as directed for lessons and clear afterwards.</li> <li>• Report pupil achievements, progress and issues as appropriate in agreed format.</li> <li>• Undertake pupil record keeping as requested – may be deleted if not appropriate to school need.</li> <li>• Manage pupil behaviour in line with school policy and ensure reports are made in agreed school format.</li> <li>• Gather/report basic information from/to parents/carers as directed.</li> </ul>	
<b>Support for the Curriculum</b>	
<ul style="list-style-type: none"> <li>• Prepare and maintain equipment and resources as directed.</li> <li>• Assist pupils in the use of appropriate resources within appropriate lesson plan.</li> <li>• To attend meetings as directed in the school calendar.</li> <li>• To participate in whole staff training and Continuing Professional Development.</li> <li>• To attend meetings as directed in the school calendar.</li> <li>• To work collaboratively with all colleagues.</li> <li>• To encourage cultural, moral and spiritual growth, and the development of civic and social responsibilities amongst students in preparation for life in modern Britain.</li> </ul>	
<b>Support for the School</b>	
<ul style="list-style-type: none"> <li>• Provide administrative support such as reception duties, photocopying, data input as required.</li> <li>• Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).</li> <li>• Contribute to the school ethos, aims and development/improvement plan.</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Attend relevant meetings as required.</li> <li>• Participate in training and other learning activities as required.</li> <li>• Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.</li> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required.</li> </ul>	
<b>Support for the community</b>	
<ul style="list-style-type: none"> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To contribute to and actively engage with the school liaison and marketing activities as appropriate.</li> <li>• To play a full part in the life of the school community and to encourage and ensure staff and students follow this example.</li> </ul>	
<b>Other Specific Duties:</b>	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary/grade and job title.	
<b>DATE:</b>	October 2017