

SVT Support Assistant Grade B

Role Title	Typically reports to
Sea View Trust Support Assistant Blackpool Grade B	Line Manager
Information sources	Date of profile
Agreed by School Working Party Job Evaluation Panel	150711 (updated 01.04.2021) Reflects the TA1 Job Description and responsibilities
Purpose of the role (job statement)	
To work as part of a team supporting and assisting pupils' development and learning. Provide general and specific assistance to pupils and staff, facilitating access to dining and recreational facilities (including physical and general care) under the direction, guidance and direct supervision of the Line Manager and/ or classroom teacher ¹ .	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Work with individuals or groups of pupils in the dining room, playground or classroom under the direct supervision of Line Manager and provide feedback to the Line Manager; 2. Support pupils to understand instructions, support independent learning and inclusion of all pupils; 3. Support the Line Manager in behaviour management during recreational and dining facilities, keeping pupils on task; 4. Support pupils in social, health and emotional well-being, reporting problems to the Line Manager as appropriate; 5. Prepare and clear up dining and play environment and resources, contributing to maintaining a safe environment; 6. Assist with break-time supervision including facilitating games and activities; 7. Responsible for the careful and safe use equipment, such as play and standard ICT equipment; 8. Maintain confidentiality and adhere to safeguarding procedures; 9. Demonstrate and adhere to the schools health and safety policies and procedures. <p>Welfare Assistants in this role may also:</p> <ol style="list-style-type: none"> 10. If required, provide support in the classroom as a Teaching Assistant Level 1 <ol style="list-style-type: none"> a. Record basic pupil data; b. Support children's learning through play; c. Assist with escorting pupils on educational visits; d. Support pupils in using basic ICT; e. Invigilate exams and tests; 11. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence; 12. Demonstrate own duties to new or less experienced staff. 	
Indicative knowledge, skills and experience	
<ul style="list-style-type: none"> • Knowledge and compliance with policies and procedures relevant to child protection and health and safety; • Good interpersonal skills; • Desirable - Level 2 NVQ and Level 2 certificate in supporting teaching and learning on the Qualification and Credit Framework. 	

¹ Roles at this level do not deliver "specified work" as defined in the guidance to Section 133 of the Education Act 2002.