



# South Nottinghamshire Academy

## Job Description

- Job Role:** Classroom Support Assistant
- Location:** South Nottinghamshire Academy
- Salary:** The Redhill Academy Trust Pay Scale, Band 7, Scale Points 32-36
- Hours:** 28.75hrs per week 8:10am – 3pm Monday to Friday (Term Time Only) This incorporates breaks
- Responsible to:** Senior Deputy Headteacher
- Post Objective:** To provide high quality classroom supervision in the event of any teaching staff being absent from work or unavailable. To provide an efficient administrative support service to the school as outlined below.

This role involves working in regulated activity and an enhanced DBS clearance is required for this position.

### Main duties and responsibilities

#### **Supervision of students**

- Supervising students in class in the absence of a teacher and in accordance with school policy.
- Assisting in preparing the learning environment and the materials used therein.
- Management of student behaviour to ensure a constructive working environment.
- Responding to students about the work that has been set.
- Collecting any work completed after the lesson and returning it to an agreed person/place.
- Leaving the room in good order at the end of the lesson.
- Supervising entry and departure of students in accordance with school policy.

- Assistance and support for pupils in the classroom as required by teaching staff.
- Recording and reporting attendance at lessons in accordance with school policy.
- Assisting in exam invigilation under the supervision of the Examinations Officer.
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the schools' policies and procedures.
- To provide TA support for SEN students as directed by the Lead TA
- Tutoring or Mentoring of individual or a group of students as directed by the Deputy Headteacher.
- Supervision of the study room/Isolation/CSU as required.
- Support with the supervision of students during break and lunch time.

### **Administrative Support**

- Administrative support to the Assistant Headteacher for Pastoral and SEN.
- Administrative support to the Head of 6<sup>th</sup> Form.
- Coordinating the purchase and annual distribution of revision guides.
- Ordering stationery for the main school office admin team, ensuring best value.
- Supporting with Reprographics.
- Changing displays.
- Supporting reception personnel as and when required.
- Any other administrative or clerical duties as required by SLT.

### **General**

- Liaise with teaching and operational colleagues over matters relating to your role and any whole school issues.
- To maintain confidentiality at all times in respect of academy related matters and to prevent disclosure of confidential or sensitive information.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might reasonably be regarded as within the responsibilities and nature of the post.