

# ABINGDON LEARNING TRUST



**Fitzharrys  
School**



**John Mason School**  
Excellence Through Creativity

## **Job description – Science Study Support Assistant Grade 8**

**Hours:** 30 hours per week over 39 weeks (term time plus 30 hours worked on INSET days) 8.30am-3.30pm

**Lunch:** 30 minutes lunch per day, unpaid – by arrangement with line manager

### **The role**

Supporting the teacher, planning work programmes for individuals and groups of pupils. To work within a framework set by the teacher, ensuring involvement in the lesson and feedback to pupils and colleagues is appropriately planned.

- To produce lesson resources as agreed with the teacher.
- To deliver learning activities to pupils as agreed with the teacher, adjusting activities in accordance with pupils' needs.
- To advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes within the agreed system of supervision.
- To deliver parts of lessons and carry out pre-determined educational activities and work programmes whilst promoting independent learning, as agreed with teachers.
- To monitor and evaluate pupils' progress and understanding of learning activities on an ongoing basis, ensuring that pupils' responses and attainments during the course of learning activities are systematically recorded in accordance with the agreed monitoring processes.
- To provide detailed feedback to teachers with regard to pupils' progress and responses to learning activities and to produce reports on pupils' progress and achievements as required.
- To support the teacher in the assessment of pupils' progress through feedback of observations of pupils.
- To contribute towards the development of IEPs /PPs. feedback any information (including concerns) regarding the wellbeing and educational needs of pupils to the teacher or other staff as appropriate.
- To encourage pupils to interact and work co-operatively with others and to engage all pupils in learning activities.
- To contribute to the development of multi-agency approaches to supporting pupils. Including work through the Abingdon Science Partnership to promote engagement with science

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- To liaise with parents and carers on pupils' progress, difficulties, achievements and other relevant matters, ensuring sensitivity and respect with regard to such communications.
- To build and maintain supportive relationships with pupils, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all pupils.
- To promote pupils' independence and employ strategies which recognise and reward pupils' self-reliance.
- To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
- To provide feedback to pupils in relation to all forms of progress and achievement.
- To demonstrate and promote positive values, attitudes and high standards of behaviour. To anticipate and manage behaviour constructively, promoting pupils' self-control and independence.
- To supervise and manage pupils' behaviour in accordance with the school's established Behaviour Policy to ensure an orderly and constructive environment for the class.
- To accompany pupils on educational visits and outings. To deliver planned learning activities during the course of outings in accordance with the established guidelines.
- To meet with teachers, directors of faculty and key stage, programme co-ordinators and SENCOs on a regular basis to plan and review the provision of teaching support, discuss any updates in the curriculum/teaching activities and to consider the progress of individual pupils (including identification of any special support).

## **Responsibilities**

- To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, security, confidentiality and data protection, reporting all concerns to the Head of School;
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school;
- Establish constructive relationships and communicate with other agencies/professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Recognise own strengths and areas of expertise and use these to advise and support others

## **Safeguarding**

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
  - Display commitment to the protection and safeguarding of children and young people
  - A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
  - Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
  - Comply with safeguarding training expectations
- \* Your contract of employment is directly with The Abingdon Learning Trust. You will work across the two secondary schools, Fitzharrys School and John Mason School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Signed: (employee):

Signed: (on behalf of the Academy):

Date/s: