

THE ROSELAND MULTI ACADEMY TRUST
JOB DESCRIPTION

Job title:	Primary Support Assistant (PSA)
Grade:	D
Employment:	Term Time (43.6 weeks per year)
	School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Chief Executive Officer
Responsible to:	Primary Executive Headteacher, Deputy Headteacher, SENDCo, CEO, CFO, Class Teachers, Nursery Manager (if applicable)
Direct/Indirect Supervisory Responsibility:	None
Important Relationships	Leadership Team, Trust Executive Team, Central Team, teaching and support staff, pupils. Trustees, Governors, Trust partners, other schools and colleges, contractors, suppliers of goods and services, parents/carers, visitors to the school.

Main Purpose of Job:

The Primary Support Assistant will provide flexible and effective support across different areas within either **Tregony or Gerrans schools**. The post holder will contribute to the care, welfare and learning of pupils throughout the school day, sometimes working across the nursery, classroom settings, wraparound care provision, lunchtime supervision or work with pupils who have special educational needs. This can be a varied role requiring adaptability and a willingness to respond to the changing needs of the school on a day-to-day basis. The successful candidate will work as part of a committed team to help create a safe, nurturing and stimulating environment in which all pupils can learn and flourish.

Role Structure

The Primary Support Assistant role is designed to provide flexible support across the full school day at either Tregony or Gerrans schools. The post holder will work within a rota that may include time in the classroom, nursery, wraparound care, lunchtime supervision and working with pupils with special educational needs.

Working hours will be structured and can cover:

- **Wraparound Care:** before and/or after school sessions
- **Classroom and Nursery Support:** during the core school day
- **Lunchtime Supervision:** as part of the daily timetable
- **SEND support**

The exact pattern of hours and duties will be confirmed with the post holder and may vary to ensure effective staffing across all areas of provision. A flexible and positive approach to changing priorities and daily requirements is essential to the success of this role.

Key Responsibilities

The Primary Support Assistant will include some or all of the following areas:

Classroom and Learning Support

- Assist teachers in the delivery of high-quality learning and teaching across the primary age range, including Early Years.
- Work with individuals and/or small groups of pupils to support learning, wellbeing and personal development.

- Help prepare and maintain learning resources and classroom environments.
- Promote positive behaviour and support the schools' values and expectations.
- Support pupils with special educational needs; ensuring adaptations and inclusion.
- Follow and support the schools' Behaviour Routines and Teaching Model.
- Support pupils with SEND by working with the SENDco to make adaptations to provision.

Early Years Care

- Support the care and supervision of children in an early years setting, ensuring their safety, comfort and engagement in learning through play.
- Assist with daily routines, including personal care and snack times, in line with school policies and safeguarding procedures.

Wraparound Care

- Contribute to the planning and delivery of engaging and age-appropriate activities before and after the school day.
- Provide a welcoming, safe and nurturing environment for children attending wraparound sessions.
- Support with registration, snacks, and transitions between wraparound care and the school day.

Lunchtime Supervision

- Supervise pupils during lunch and play periods, promoting positive behaviour and social interaction.
- Ensure pupils' safety and wellbeing in the dining areas and playground.
- Encourage good manners, healthy eating and inclusive play.

General

- Work collaboratively as part of the wider school team to ensure the smooth running of the school day.
- Be flexible and willing to undertake a range of duties to meet the needs of the school.
- Uphold the school's safeguarding, GDPR, health and safety and equality policies at all times.
- Participate in relevant training and professional development opportunities.

Person Specification – Primary Support Assistant

Essential Criteria

- Experience of working with or caring for children in an educational, childcare or similar setting.
- A warm, caring and positive approach towards children and their learning.
- Ability to work flexibly across different areas of the school as required.
- Strong communication and interpersonal skills, with the ability to work effectively as part of a team.
- Reliability, enthusiasm and a willingness to take initiative when appropriate.
- Understanding of the importance of safeguarding and promoting the welfare of children.
- Ability to maintain confidentiality and professionalism at all times.
- Commitment to the school's and Trust's ethos, values and inclusive practice.

Desirable Criteria

- Relevant childcare or education qualification.
- Experience of supporting learning within a primary school environment.
- Experience of providing wraparound care or lunchtime supervision.
- Knowledge of basic first aid, food hygiene or willingness to undertake training.
- Understanding of child development and how children learn through play.
- Willingness to undertake further professional development and training.
- To undertake other duties appropriate to the grading of the post as required.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Our Headteachers and Trustees act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including Disclosure and Barring Service (DBS) checks, barred list checks, online searches and prohibition checks, together with references and interview information. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required.