

Role Profile

Post Title:	Skills for Life – Pupil Support
Grade:	Living Wage
Date Created:	16th October 2024

ROLE DEFINITION

To undertake a Skills for Life work placement and contribute to the efficient and effective delivery of the service.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

Under the supervision, and with support and guidance, the Skills for Life participant will undertake the following duties and responsibilities.

- Assist with individual pupils who may require additional help with social, behavioural, or emotional or learning needs. English as an additional language, refugee need, literacy and numeracy support.
- Assist with set up of equipment and other resources to support pupils within their learning environment.
- General supervision of pupils as directed by the Head Teacher during break periods and in open areas of the learning environment.
- Assist with arrangements and accompany pupils to participate in trips, outings, and extra-curricular activities.
- Assist with the recording of sensitive pupil information as required.
- Assist in the development and delivery of coordinated support plans for individual children as required.



