



Job Description

Date last reviewed – September 2026

Position:	Personal Support Assistant
Grade:	Grade 5
WSCC JDQ:	SCHG30b
Hours:	Core hours – 22.5 hours per week Monday to Friday – 10.00-2.30 Term time only plus 5 inset days per year. Hours of work can be increased to meet the varied needs of the pupils or site or reduced by agreement with the Headteacher and Governing Body, if the needs of the pupils and school can still be met.

General Details:

The details of your general duties are set out in this job description but actual duties will vary in accordance with the age and needs of the pupils.

It is expected that you will adhere to professional standards and school policy and procedures at all times.

Relationships:

The post holder is directly accountable to a Class Teacher or equivalent.

The post holder will support the HLTA's, class teachers and therapy teams

The post holder will work with teachers and teaching assistants in supporting class activities

The post holder will have indirect accountability to the Assistant Heads, Deputy Head and Head Teacher

Job Purpose:

- To assist classroom staff in the preparation of children before their lunch - this may include intimate care, handwashing, dressing, placing in chairs, setting tables, collecting the dinner trolley etc.
- To supervise pupils in the lunch hall, assisting where necessary and encouraging independence where appropriate.
- To feed individual pupils according to their Eating & Drinking plan – following specific training from S & L therapists.
- To assist in the administration of medicines, including controlled drugs to pupils – for which appropriate training will be given. To be trained in the administration of emergency medication and medical procedures and to take responsibility for this when necessary.
- To support pupil's hygiene programmes according to their Intimate Care Plans – as directed and allowing for individual privacy, dignity and respect.
- To support pupils in their therapy programmes such as hydrotherapy, rebound therapy and physiotherapy including hoisting – for which appropriate the Moving & Handling training will be given.
- To supervise recreational activities leading or joining in as appropriate ensuring that pupils are safely and appropriately occupied. To provide classroom supervision in wet breaks.

- To support pupils with learning in classrooms or other environments such food tech, gardening, Enterprise, DT and community visits as directed on a daily basis by the Operations Manager
- To support learning by arranging / providing resources for lessons / activities under the direction of the teacher
- To support the teacher in monitoring, assessing, and recording pupil progress
- To support pupils in social and emotional well-being, reporting problems to teachers as appropriate.
- To support pupils travelling between sites – to secure pupils who are wheelchair users – to take responsibility for emergency meds and care plans
- To use ICT to support pupils and to record behaviour (when necessary)
- To assist with the clearing of the dining hall after lunch service

This description is not exhaustive. It is intended to give a general outline of the current duties and responsibilities and will be reviewed periodically with your line manager.

Tasks and Accountabilities:

- To ensure that items of concern relating to Health and Safety are reported as per the current procedures and policies.
- Work with young people to safeguard their welfare
- Be aware of safeguarding procedures.
- Be prepared to listen and report.
- Be mindful of indicative changes in pupil's appearance, behaviour or demeanour.
- To communicate any areas of concern to class teachers or Leadership as appropriate
- To maintain confidentiality in all aspects of Queen Elizabeth II School. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.
- Ensure the lunch environment is safe and appropriate
- Regularly check health and safety and report any concerns which may be a risk.
- Supervise at break and lunchtimes and ensure the playground is safe and tidy.
- To co-operate with all Queen Elizabeth II School staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the school's image.
- To perform any other duties as are within the scope, spirit and purpose of the position as requested by your direct line managers or members of the Leadership Team.

Other Duties:

Participating in after school events where relevant.

The post holder will be expected to undertake other duties, commensurate with the post, which your direct line managers or members of the Leadership Team may reasonably and occasionally require.

Voluntary Tasks:

- Voluntary tasks such as attending overnight on class residential trips
- Voluntary Minibus Driving

Explanatory Notes:

Queen Elizabeth School offers all staff Professional Development Reviews with an agreed line manager. The main aim of this is to identify areas of success and for professional development / individual training needs.

This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the Professional Development Review cycle and at any other time on request.

Queen Elizabeth School will be located across several sites in the Horsham area, staff may be asked to work at different sites, this would be agreed in advance.

Agreed Job Description:

Signed: _____ Date: _____

Signed: *Headteacher* Date: _____

Signed: *Agreed Reviewer on appointment* Date: _____

*Agreed Reviewer may be changed at a later date

Person Specification			
Knowledge and skills and experience	Essential	Desirable	How tested
Requires knowledge of school procedures for supervision of pupils during midday meal service, midday assistants and playground activities	x		Application / Interview
Work is normally in areas which are noisy and may involve spillages. Playground duty is outdoors in most weathers	x		Application / Interview
Support pupils needs in preparation and during therapies to include Physio programmes and Hydro Therapy		x	Application / Interview
Ability to carry out personal care and follow intimate care plans, using equipment to hoist.	x		Application / Interview
Interpersonal and Communication Skills	Essential	Desirable	How tested
Communicate with pupils during midday meals to ensure safety, welfare and good conduct; liaise with other staff to meet individual pupil needs and ensure adequate supervision and exchange information about incidents and pupil behaviour	x		Application / Interview
Initiative and Independence	Essential	Desirable	How tested
Be able to work for prolonged periods with sensory attention required. Be able to concentrate when work is interrupted by pupils and other midday staff	X		Application / Interview

Person Specification			
Knowledge and skills and experience	Essential	Desirable	How tested
Show resilience to emotionally demanding situations e.g. dealing with distressed pupils, during the midday break	x		Application / Interview