JOB DESCRIPTION

Purpose of the post:
To work under the instruction/guidance of teaching/senior staff to undertake work, care and support groups. To enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area for periods of time.

Main duties and responsibilities

Support for Pupils:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Education and Health Care Plans and Access, Plan, Do, Review (ADPR) documents.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Be nurturing and willing to follow our whole school therapeutic approach to behaviour management.
- Encourage pupils to interact with others and engage in activities led by the staff.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Deliver pastoral and learning support.
- Deal with minor incidents and the health and hygiene of the children including administering first aid.
- Under the direction of the teacher, work with small groups of children and take responsibility for their learning.
- Undertake some break and lunchtime duties.

Support for the Teacher:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish and maintain constructive relationships with parents/carers by supporting their role in pupils' learning, providing constructive feedback on pupils' progress and facilitating their support for their child's attendance.
- Support home/school/community links.
- Administer routine tests and undertake routine feedback to pupils.

- Provide clerical/admin support, e.g. photocopying, filing, etc.
- Work within an agreed system of supervision of children and take responsibility for their learning.
- Work in partnership with the teacher to support the school induction programme.

Support for the Curriculum:

- Undertake structured and agreed learning activities/ teaching programmes, adjusting activities to individual children's needs.
- Undertake programs linked to local and national learning strategies.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/ resources as required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Be prepared to contribute creatively to curriculum planning.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection/ safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person/or platform.
- Be aware and comply with the Code of Conduct.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school (on the playground) and at breaks and lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Assist in the general care of the school environment by undertaking tidying of general areas.
- Promote equal opportunities at all times.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the progress of pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

This is a description of the main duties and responsibilities of the post at date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements

- Take part in the school's performance management system.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come in to contact with.