

## Job Description

### **Job purpose**

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- Support pupils with additional needs including SEND, EAL and pupils with medical conditions

### **Roles and responsibilities**

#### **Teaching and learning**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase the achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extra-curricular activities
- Lead small intervention groups as directed by the teacher and/or Inclusion team
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use IT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

#### **Planning & Preparation**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons where available
- Where appropriate read a child's EHCP, familiarise yourself with the outcomes and carry out any specific duties as outlined in the pupils' Individual Support Plans
- Prepare the classroom and outdoor areas for learning

## **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
  
- Develop effective professional relationships with colleagues

## **Pupil Welfare**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Attending to the pupils' personal needs, including social, health, physical, hygiene, first aid and welfare matters.

## **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
  
- Take part in the school's appraisal procedures

## **Expectations for all staff:**

- Promote and follow the positive behaviour policy of the school
- Celebrate success of pupils and staff and the federation
- Support the wider aspects of school life including events and special occasions
- Be aware of the early signs of bullying and disruptive behaviour and intervening as necessary
- Ensure that any pupils who have had an accidents or feel unwell are referred to the Welfare Officer
- Accompanying classes on school trips where necessary
- Attend staff training including training days as appropriate
- Promote equality of opportunity
- Follow safeguarding Guidelines and Child Protection policy / procedures

- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in appraisal
- Contribute to producing / delivering priorities in the School Development Plan;
- Be committed to achieving the federation aims and values
- Work in partnership and professionally with all colleagues including the Governing Body;
- Respond promptly to concerns from parents, staff or students
- Have regards for and act in accordance with Health and Safety policy and practice

Person Specification	Essential/ Desirable
GCSE English and Maths at Grade A-C or 4-9 (or equivalent)	E
Further education based qualifications (childcare, teaching assistant or Early Years)	D
Proven ability in working with children	E
Ability to communicate effectively, both verbally and in writing	E
Good interpersonal skills	E
Ability to adapt to change and be flexible	E
Ability to work with other team members and to work cooperatively and flexibly within a team	E
An understanding of the importance of confidentiality	E
An understanding of safeguarding and keeping children safe from harm	E
Knowledge of appropriate strategies for managing pupils' behaviour	E
Ability to work in partnership with parents and the wider community	D
Ability to work with children with Special Educational Needs	D
Knowledge of different areas of special education needs	D