



<b>Purpose:</b>	To work under the guidance of designated teaching/senior staff to undertake work/care/support programmes, 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 under the guidance of teaching/senior staff.
<b>Reporting to:</b>	Head of Learning Support
<b>Liaising with:</b>	Teaching and other staff in the school / Students / Parents/Relatives/Carers
<b>DBS Check</b>	Enhanced Level
<b>Working Time</b>	Full-time 32 hrs 30 mins per week, 190 days (term time) + 5 days
<b>Salary</b>	Grade 3 NJC Scale Points 16-21, pro-rata salary £14,870 to £16,417 (subject to experience)

### **SPECIFIC DUTIES**

1. Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations;
2. Supervise and support pupils to undertake and agreed learning activities / programmes linked to local and national curriculum and learning strategies, e.g. literacy, numeracy, KS3, some specialist interventions;
3. Support students consistently whilst recognising and responding to their individual needs;
4. Promote inclusion and acceptance of all students in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher;
5. Assist students, including those with special needs, to access learning activities through knowledge of learning skills;
6. The role may include helping children to change for PE, implementing basic first aid where appropriate, implementing related personal programmes including social, health, physical, hygiene, and welfare matters;
7. Contribute to the development & implementation of I.M.P.s (Individual Management Plans)
8. Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance;
9. Provide specific feedback in discussion with students on their progress and achievement, in line with school policy;
10. Promote positive values, attitudes and good student behaviour. Deal promptly with conflicts & incidents whilst encouraging students to take responsibility for their own behaviour, in line with established school policies;
11. Liaise sensitively and effectively with parents and carers as agreed with the teacher within your role/responsibilities and participate in feedback sessions/meetings with parents under direction from a teacher;

12. Provide objective and accurate feedback and reports as required on student achievement, progress, and other matters, ensuring availability of appropriate evidence;
13. Undertake routine marking of students' work and accurately record achievement/progress using an explicit mark scheme that does not require interpretation;
14. Be responsible for keeping and updating records in a format agreed with the teacher, contributing to reviews/systems of records and systems as necessary;
15. Support the effective use of ICT in learning activities and develop students' competence and independence in its use;
16. Create and maintain an appropriate learning environment in liaison with the teacher;
17. Assist with the display of students' work;
18. Prepare, maintain and use equipment and resources required to meet the lesson plan / learning activity and assist students in their use;
19. Provide clerical support for teachers as required e.g. administering course work, producing work sheets;
20. Accompany teaching staff and students on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher;
21. To be a PLG (Personal Learning Guide) in line with school policy.

### GENERAL DUTIES

22. Improve one's own practice through training, observation, evaluation and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others;
23. Be aware of and comply with policies, procedures and codes of practice of the school including: child protection, health & safety, confidentiality and data protection, finance, ICT and reporting all concerns to a nominated person;
24. Contribute to the overall work, smooth running and ethos of the school;
25. Whilst every effort is made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description;
26. Employees are expected to be courteous to colleagues, lead by example and provide a welcoming environment to visitors and telephone callers;
27. Attend and participate in meetings as required;
28. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job that are commensurate with the salary and job title.**

**Date: January 2021**

**Headteacher: Mr J Cregg**

