

**School Name: Acklam Grange School**

**Post Title: Support Teaching and Learning in School  
(Resolution Support) Apprentice  
ARC Services: ADVANCE**

**Responsible to: Headteacher  
Director of Corporate Services  
Ass Assistant Headteacher: ARC Services  
Alternative Provision Manager**

### **JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:**

To gain knowledge, skills and understanding of supporting teaching and learning to provide an efficient and professional service in supporting the whole school.

### **MAIN TASKS AND RESPONSIBILITIES:**

- Work with and learn from experienced education professional, providing general support.
- Develop knowledge, skills and understanding to contribute to the teaching and learning of all students:
- Creating displays and promoting faculties
- Assisting with the displays of students work and preparing classroom resources and equipment as directed
- Organisation and preparation of classroom resources in accordance with lesson plans and assist students in their use
- Maintenance of student records as necessary and gather/report information to peers in support of behaviour/rewards
- Promote good student behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Develop time management skills
- Develop team work and professional relationships
- Develop work efficiency and own initiative skills
- Develop customer service skills
- Contribute to preparing practical displays around school to support faculties
- Awareness of health and safety
- Contribute to social responsibilities by recycling materials (paper etc)
- Gain a wide range of educational knowledge, skills and understanding in supporting staff to help all students to meet their full potential
- A good range of literacy and numeracy in support of continuous professional development

**Other duties commensurate with the grade of the post as required by the Headteacher and Ass Assistant Headteacher: ARC Services**