

Grade C

To work under the direct instruction of the class teacher and SENCo, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. The job is carried out using skills, knowledge and equipment within a specific context, working with children with additional challenges which may be learning, physical, emotional or behavioural.

SUPPORT FOR PUPILS

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

SUPPORT FOR THE TEACHER

- Prepare pupils' working area as directed for lessons and clear afterwards
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Collect and report assessment/observation information as directed by the teacher

SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, Foundation Stage curriculum, etc as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference 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 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 and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

This job description will be reviewed annually and may be amended at any time after consultation with you.

I acknowledge receipt of the above mentioned details of duties and responsibilities and confirm my acceptance of them.

Signed:

Date: