

Coatham C of E Primary School Job Profile – Support Staff

**Name:**

**Post:**

**Line Managed by:**

**Line Manager for:**

**Performance Manager:**

**PM Team Leader for:**

**Principal Responsibilities:**

Provide support within the classroom environment.

**Contractual Arrangements:**

The post is subject to the National Conditions of Service as they apply to support staff employed in school, plus any other contractual arrangements that may be mutually agreed.

**Hours:**

**Holidays:**

N/A

## **Generic Responsibilities:**

All employees have a responsibility for adherence to statutory requirements and current academy policies, particularly as they relate to the following areas:

- Observation and implementation of any regulations and procedures pertaining to Health and Safety.
- Observation and implementation of school and statutory procedures relating to the welfare of students particularly in the area of child protection.
- Observation and implementation of procedures relating to looked after children, those with SEND and those covered by legislation such as Equality Act 2010
- Observation of academy and statutory procedures relating to the use of ICT equipment, software and the internet.
- Compliance with statutory requirements on Data Protection and Freedom of information, and observation of good practice in the maintenance of confidentiality as it applies to the activities of the school, students, staff and governors.
- Participation at an appropriate level in the school's systems of Performance Management and Continuing Professional Development.
- The maintenance of professional ethics, courtesy, and behaviour in any dealing with colleagues, students, parents, governors, visitors, and the general public, be this verbal, written, by phone or electronically.

## **Responsibilities specific to the post:**

### **Support for Pupils**

- Provide First Aid support
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Establish constructive relationships with pupils and interact with them according 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
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

### **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 achievement/progress, problems etc.
- 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 constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, filing and administer coursework

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

**Other:**

Anything reasonably directed by the Headteacher

**Signature of Post Holder**

**Date:**

**Signature of Line Manager**

**Date:**