

## Job Description

### Purpose of Post

Work under the instruction of the teaching staff and nominated teaching assistants to support access to learning for pupils and to assist the teacher in the management of pupils and the classroom, including support for individual Education Health Care Plans (EHCP). This will include the preparation and routine maintenance of resources / equipment. Work with pupils will be carried out in the classroom.

### Principal Duties and Responsibilities

#### 1. Support for pupils

- Attend to pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid, and welfare matters.
- Supervise and support pupils, ensuring their safety and access to learning.
- 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.
- Encourage pupils to act independently as appropriate.

#### 2. Support for the teacher

- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- Ensure the timely and accurate preparation of routine equipment / materials as set out in instructions.
- Be aware of pupil problems / progress / achievements, and report to the teacher as agreed.
- Undertake pupil record keeping as directed.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Provide routine clerical tasks e.g. photocopying, typing, filing, collecting money etc.

#### 3. Support for the curriculum

- Support pupils in understanding instructions.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years etc. as directed by the teachers.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use.
- Monitor and arrange the orderly and secure storage of stock and supplies.

#### 4. 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 that 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 and participate in 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, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

## **5. Other Responsibilities**

- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

## **6. Safeguarding**

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

## **7. Data Protection and other statutory responsibilities**

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

## **8. Other Duties**

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

## **9. Review and Signatures**

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

**Job Description and Personal Specification agreed by:**

**Post holder:** .....

**Signed:** ..... **Date:** .....

**Name of line manager:** .....

**Signed:** ..... **Date:** .....