Job Description – Extra’s Practitioners

General areas of responsibility

* To promote and safeguard the welfare of pupils
* To comply with the School’s Safeguarding and Child Protection policy and ensure that any concerns relating to the safety or welfare of children are reported to the Designated Safeguarding Lead or proprietor
* To act professionally at all times, setting a good example to children through high standards of presentation and personal conduct whilst contributing positively to effective working relationships within the School
* To develop the social and communication skills of children and provide a safe and secure environment in which the child can learn
* To keep up to date with pastoral care policies of the School and remain sufficiently aware of any personal problems of individual pupils
* To keep up to date with such School policies and other guidance as are relevant to the duties contained in the job description, and your ability to carry them out properly
* To act consistently, in a calm and supportive manner with colleagues
* To promote the highest possible standards of teaching and learning which meet internal and external quality standards
* To attend staff and departmental meetings, open days, briefings, assemblies, INSET days, parent consultations and other school events, as required
* To carry out other specific duties which may, from time to time, be reasonably requested by the Head
* To cover for absent colleagues when required, as organised by the Head
* To meet all deadlines for the efficient running of the school (eg reports, planning etc.)
* To maintain an orderly and purposeful atmosphere in the classroom and around the school and to check the attendance of pupils
* To ensure good management, sense of order and tidiness of the classroom so that the children may develop a sense of responsibility and pride in their classroom
* To ensure children understand how to behave in a kind and gentle manner towards each other
* To support children in following the expectation of the School regarding behaviour.
* To create an atmosphere of trust and co-operation between home and school by working and communicating with parents/carers
* To notify the school about personal absence due to illness and gain permission from the Head for any intended absence
* To participate in any arrangements that may be made for staff appraisal
* To be responsible for his/her personal punctuality and wearing of appropriate dress.

Specific responsibilities of Extra’s Practitioners

* To contribute to the maintenance of children’s progress records and profiles
* To actively contribute to long term, medium and short term planning daily or as required
* To support in keeping accurate records of pupil progress and attainment using classroom monitoring and 2simple software
* To assist in monitoring children’s progress in order to identify areas to develop and to differentiate effectively to extend and support individual pupils
* To establish constructive relationships with parents/carers
* To provide parents with informative feedback about pupil progress
* To undertake structured and agreed learning activities, adjusting activities according to the child’s abilities and responses
* To reflect upon and evaluate their own classroom practise
* To actively seek opportunities for professional development, as well as sharing good practice with others
* To liaise with the Key Person’s in the Upstairs classroom in the development and planning of a suitable programme of support for pupils
* To prepare and maintain equipment and resources required to meet lesson plans / relevant learning activities to support the delivery of an enriched curriculum
* To carry out any other duties that may be required to assist with concerts, festivals etc.
* To attend and actively contribute to regular meetings / planning / evaluation / reviews
* To teach outdoor activities
* To set up and maintain resources for the garden
* To attend parents’ evenings, school fairs, sports day and other school events
* To work in partnership with all practitioners
* To keep good order in the classroom
* To carry out daily risk assessments