



OVERALL RESPONSIBILITY

To work with a class providing teaching support for pupils, of any ability, in any curriculum area. To provide supports support and activities for whole groups and classes during lunch breaks and before and after school. Provide coaching for sporting events and accompany / supervise children accordingly.

Responsible to the PE Co-ordinator.

Supporting Teachers

1. Work effectively as part of teaching support team and with teaching staff contributing to the quality of teaching and learning. This includes attending various meetings where there are relevant items on the agenda.
2. Support and compliment the work of teachers with whom you work and where you are familiar with the pupils concerned by:
 - Preparing practical resources for the lessons such as apparatus or visual aids.
 - Respond to individual needs by personalising resources for an individual or a small group
 - Supporting the teacher in behaviour management and reinforcing agreed rules in working with pupils.
 - Assisting with assessing, recording and reporting (including verbal feedback to teachers and parents) on pupil progress and attainment.
 - Planning with the teacher specific strategies and targets for improvement, e.g. assist in the compilation, implementation and review of ISPs.
3. Be familiar with a range of resources suitable for individual or small group needs and to use them to ensure pupil motivation.
4. Work with and act upon guidance provided by teachers and other professionals such as Speech Therapists and Education Psychologists.
5. Liaise with the teachers regarding progress made, problems arising and any difficulties with accessing work and/or resources.
6. Arrive in class before the start of the lesson.
7. Take appropriate action related to any problems or emergencies that occur during the lesson in accordance with the school's policies and procedures.
8. Comply with all school policies – particularly those on child protection, health and safety, confidentiality and data protection.
9. Set a good example in terms of personal presentation, attendance and punctuality in line with policies.

Supporting Pupils – Learning

1. Assist in the promotion of development and learning (physical, emotional and behavioural).
2. Work to develop inclusion of all pupils within a lesson. This may be done by encouraging pupils to work collaboratively together, by ensuring equitable access to resources or by further developing ICT in lessons.
3. Work closely with children with EHCPs / ISPs as appropriate.
4. Be familiar with a range of teaching resources and strategies suitable for the needs of individuals or small groups and to use them effectively.
5. Assist pupils with practical work.

Supporting Pupils – Pastoral

1. Support the teacher in providing a safe learning environment.
2. Provide support for pupils with emotional, social and behavioural problems, e.g. by giving time to listen to their concerns, to enable pupils to feel valued and respected.
3. Deal with or report to the nearest member of the teaching staff incidents that are seen or reported regarding pupils' welfare.

4. Report to the teacher any incidents of disruptive or unacceptable behaviour of pupils during the lesson that may be unknown to the teacher.
5. Assist in the personal and social care of the pupils.
6. Assist identified pupils on arrival and departure from school.

Sports coaching and support

1. To provide sporting activities during the lunch break and before and after school
2. To accompany and supervise groups of pupils at local sporting events in school time and out of school time as required.
3. To liaise with outside agencies, such as Occupational Therapists etc., sports clubs and other schools, in relation to sporting events.
4. To work under the direction of the PE co-ordinator to ensure the smooth running of cycling events, and pupil resources for recreation at lunch time and before and after school
5. To liaise with the PE co-ordinator in relation to activities for promoting sport within the school community i.e. Sports Newsletter
6. To provide basic first aid as required.
7. To work with Teachers, Midday Supervisors and other support staff.
8. Any other duties relevant to the purpose and grade of the role as directed by the Head Teacher.

Health and Safety

1. To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Continuing Professional Development – Personal

1. In conjunction with the Line Manager, take responsibility for personal, professional development by actively participating in your own Appraisal Reviews. Keep up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school.
2. Undertake any necessary professional development as identified in the Strategic Improvement Plan taking full advantage of any relevant training and development available.

Signed

Date

Signed

Date

Person Specification

Education and Training

Sports qualification or coaching qualifications level 3 or above – Essential

English and Maths GCSE or equivalent - Essential

Teaching assistant qualification - Desirable

First aid training – Desirable (training provided)

Experience and knowledge

A keen interest in sport and team games

Previous experience working with children

An understanding and commitment to the safeguarding of children and young people