**Purpose of the Job**

To provide practical assistance to the line manager in the school catering for the personal welfare and education needs of pupils. As far as possible to ensure a safe working environment for staff and pupils. To contribute to facilitating pupil access to the education system, promoting inclusion, assessing and supporting achievement and monitoring pupil progress against pre-defined objectives. Supporting pupils on the special educational needs register as required.

**Support the class by:**

1  Assisting the Teacher to prepare the classroom and to prepare learning materials. To prepare the classroom equipment and ICT equipment for use by pupils, ensuring that equipment or materials are suitable for the learning activities, and to prepare, design, and adapt other materials where necessary.

2  Assisting the Teacher in the planning and delivery of class activities, at prescribed Key Stage levels. Assisting in the delivery of appropriate activities to meet the learning objectives with either individuals, groups of pupils or during whole class acitivities, ensuring their safety and facilitating their physical, emotional, and educational development.

3  Ensuring equal access to learning and development opportunities and carrying out pre-determined educational activities and work programmes, whilst promoting independent learning.

4  Assisting the Teacher to supervise and support children’s Individual Education Plans (IEP), both indoors and outdoors. To contribute to observations and records on individual’s progress producing written reports where necessary.

5  To support the teaching of English and Maths by delivering English and Maths activities. To work with individuals and small groups on specific activities that may be under the guidance of the Teacher or other lead person.

6  To actively assist the management of pupil behaviour by following the School Behaviour Policy. To encourage a high standard of behaviour, develop relationship with others, and recognise and deal with emotions in an appropriate way.

7  To pass on information about pupils’ personal and educational needs to the Class Teacher and other staff as appropriate. To assist in the assessment, recording and reporting of pupil progress. Reporting to the Teacher and giving feedback to pupils on their progress.

8  To administer tasks and tests and to contribute to the assessment and reporting of the National Curriculum levels.

9  To organise and take part in school activities and events as required, and to accompany and support children on outings from school as necessary.

10  To support the pupils in physical activities and physical curriculum as required.

11  To ensure the physical welfare of children and to assist pupils with their physical needs as appropriate and agreed. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding and supporting the pupil during break and lunch times as appropriate.

Support the School by:

12  Undertaking training and attending INSET days in accordance with contractual requirements. To contribute to whole school policies.

13  Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Headteacher.

14  Maintaining the health and safety of pupils and colleagues in the school by assisting in ensuring a clean and tidy environment, and reporting any hazards that cannot be dealt with to your line manager.

15  Developing positive relationships with colleagues by working effectively as a member of the School Staff Team.

16  Developing and maintaining relationships with other professionals.

17  Supporting the School/Partnerships Equal Opportunities policies.

18  Assisting with any other duties of a similar level of responsibility as required by the Headteacher.

**At this level the employee will be expected to:**

*   Contribute to the management of pupil behaviour.
*   Establish and maintain relationships with individual pupils and groups.
*   Support pupils during learning activities.
*   Take part in some sort of continuous development to review and develop their  professional practice.
* **This will involve (some not all):-**
*   Assisting in preparing and maintaining the learning environment.
*   Contributing to maintaining pupil records.
*   Observing and reporting on pupil performance.
*   Contributing to the planning and evaluation of learning activities.
*   Promoting pupil’s social and emotional development.

  Supporting the maintenance of pupil safety and security.

*   Contributing to the health and well-being of pupils.
*   Supporting the use of information and communication  technology in the classroom.
*   Helping pupils to develop their literary skills.
*   Helping pupils to develop their numeracy skills.
*   Helping pupils to access the curriculum.
*   Supporting the development and effectiveness of work teams.
*   Developing and maintaining working relationships with other professionals.    Liaising effectively with parents.
* **In addition they may also:**
  1.   Provide support for bilingual/multi-lingual pupils.
*   Support pupils with communication and interaction difficulties.
*   Support pupils with cognition and learning difficulties.
*   Support pupils with behavioural, emotional, and social development needs.
*   Provide support for pupils with sensory and/or physical impairment.
* **Educational requirements**
*   English language reading and comprehension up to GCSE standard.
*   Numeracy skills up to GCSE standard.
*   Training in the relevant National Curriculum requirements.
*   A relevant City and Guilds, NVQ or BTEC or NNEB qualification. Any
*   qualification relevant to a specific area of the curriculum, or LEA approved training.
*   Teaching/Classroom Assistants with relevant experience (3-5 years) who have attended LEA training courses or equivalent training and whose work can be certified as being of special merit shall be graded at this level.