



- ✓ supervise and provide particular support for pupils, including those with special needs; ensuring their safety and access to learning activities
- ✓ establish a constructive relationship with pupils and interact with them according to individual needs;
- ✓ provide feedback to pupils in relation to progress and achievement under the guidance of a teacher.
- ✓ Contribute to the writing of risk assessments and Personal Emergency Evacuation Plans (PEEPs) for students with additional needs
- ✓ Liaise with external agencies
- ✓ Contribute to statutory paperwork (EHCP's, annual reviews etc)

#### **SUPPORT FOR TEACHER/SCHOOL**

- ✓ provide support for learning activities by making a contribution to supporting a teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities;
- ✓ making a contribution to organising effective learning environments and maintaining appropriate records;
- ✓ undertake routine marking in line with school policy;
- ✓ design and produce displays with minimal supervision;
- ✓ contribute information to pupil records (e.g. assessment information);
- ✓ work with parents to enhance pupils learning;
- ✓ liaise with parents as appropriate;
- ✓ support out of hours school learning activities (within established guidelines);
- ✓ monitor pupils responses to learning activities and record achievement/progress as directed;
- ✓ provide regular feedback to teachers on pupil achievement, progress and problems;
- ✓ promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy;
- ✓ establish constructive relationships with parents/carers;
- ✓ administer routine tests and invigilate exams;
- ✓ support the use of ICT in learning activities and develop pupils competence and independence in its use;
- ✓ participate in training and other learning activities and performance development as required;
- ✓ be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. reporting all concerns to the appropriate person;
- ✓ contribute to the overall ethos /work/aims of the school;
- ✓ participate in training, other learning activities and performance development as required.
- ✓ attend and participate in relevant meetings as required;
- ✓ all staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

**Dormston School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts within the school will require Enhanced DBS Clearance, ID and Qualification Checks.**