

POUND PARK NURSERY SCHOOL + POUND PARK NURSERY SCHOOL @CARDWELL

JOB DESCRIPTION

Teaching/Classroom Assistant 1:1

Responsible to: SENCO/Headteacher

Purpose of the Job

To provide practical assistance to the SENCo / Headteacher in catering for the personal welfare and educational 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 progress towards school objectives. Supporting pupils on the Record of SEN support as required

Main duties

- 1 To provide personal care and assistance for pupils who require such support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding the pupil safely and hygienically and supporting the pupil during break and lunch times as appropriate.
- 2 To prepare, and assist in the preparation, of the classroom, resources, equipment and computers for use by pupils.
- 3 Assisting the classroom team to supervise and support pupils' Personal Learning Plans, both indoors and outdoors. Assisting with work programmes and written observations and records on individual's progress. To take part in school activities and events as required.
- 4 To work with individuals and small groups on specific activities under the guidance of the Teacher and/or other lead person.
- 5 To motivate and support pupils.
- 6 Accompanying and supporting pupil(s) on outings from school as necessary.
- 7 To pass on information about pupils personal and educational needs to parents, the Class Teacher and other staff as appropriate. To contribute to team meetings and review meetings.
- 8 To support the pupils in physical and outdoor activities.
- 9 To undertake training and attend INSET days in accordance to contractual requirements. To contribute to whole school policies.
- 10 Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head Teacher

- 11 To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your line manager.
- 12 To support the School's/Borough's Equal Opportunities policies
- 13 To support the school's safeguarding policies.
- 14 Assisting with any other duties of a similar level of responsibility as required by the Head Teacher.