

Job Description

Responsible to:

Salary:

JOB PURPOSE

- To support teaching staff in the development and education of pupils including the provision of specialist academic skills as appropriate. To ensure achievement in literacy and numeracy is raised across the cohort of targeted students and value-added results are achieved for individually targeted SEN students. To work across the curriculum and in all Key Stages within the school.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAJOR DUTIES AND REQUIREMENTS

Specific responsibilities

- Deliver literacy, numeracy and/or study skills targeted teaching to individuals or small groups
- Develop literacy and numeracy skills using relevant reading, writing; oracy and communication materials.
- Support pupils to develop study & organisational skills.
- Support with re-drafting or proof-reading a piece of work that a pupil has completed.
- Support pupils to catch up work.
- Act as reader, scribe or invigilator for targeted students taking exams.
- Support all pupils to become more confident, effective learners who know, remember and are able to do more.



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- Establish and maintain positive relationships with individual pupils and groups.
- Support students with specific needs (where appropriate to the focus of the role), for example, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- Promote pupils' social and emotional development.
- Contribute to the health and well-being of pupils.
- Contribute to the planning, delivery and evaluation of learning activities that develop literacy and numeracy skills, including specific targeted reading, writing and communication programmes.
- Assist in preparing and maintaining the learning environment to ensure the highest standards of presentation and ambition are displayed.
- Contribute to the management of pupils' behaviour, ensuring the highest standards are maintained at all times.
- Conduct and mark spelling and reading tests and record progress information.
- Monitor pupil progress as directed, provide feedback to pupils, and ensure reports are written as requested by the SENDCO.
- Support the maintenance of students' safety and security.
- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson.
- Support the development and effectiveness of teamwork within the school environment.
- Develop and maintain working relationships with other professionals.
- Liaise with parents as appropriate. Behaviour and Safety
- Review and develop own professional practice, contributing to the academy's commitment to evidence-based learning and research.

- Support the use of information and communication technology in the classroom.
- Adheres to the ethos of the school.
- Play a full part in the life of the School community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example.
- Lead an extra-curricular activity.

General –

- Promote and safeguard the welfare of students you come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training, other learning activities and performance development as required.
- Engage actively in the performance review process.
- Perform any other such duties as the Head of Academy may from time to time determine. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.