nishkamschooltrust

Job Title Associate Teacher – Level 3
Location: Nishkam

Nishkam Primary School is a Sikh ethos, multi-faith school that nurtures pupils of all faiths and beliefs. The Nishkam ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

As a key member of the Trusts teaching support team you will work under the guidance of the class teacher in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning. Providing general support to the class teacher in the management and organisation of the pupil and the classroom; assisting the teacher in creating and maintaining a purposeful, orderly and supportive learning environment; promoting the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.

Duties & Responsibilities	
Support for the Teacher	- Work with the teacher to maintain an appropriate learning environment - Work with the teacher in routine lesson planning, evaluating and adjusting lessons/work plans as appropriate - Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives - Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence. - Be responsible for keeping and updating routine records as agreed with the teacher, contributing to reviews of systems/records as requested - Undertake marking of pupils' work and accurately record achievement/progress - Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour - Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed - Administer and assess routine tests and invigilate exams/tests - Provide general and routine clerical/administrative support e.g. administer coursework, produce worksheets for agreed activities etc.
Support for the Curriculum	- Implement agreed learning activities/teaching programmes, making appropriate adjustments according to pupil responses/needs - Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills - To provide whole class cover either planned or unplanned in the absence of the class teacher. - Support the use of ICT in learning activities and develop pupils' competence and independence in its use - Help pupils to access learning activities through specialist support - Prepare and maintain general and specialist equipment and resources in line with agreed plans and strategies.
Support for Pupils	- Use specialist (curricular/learning) skills/training/experience to support pupils - Assist with the development and implementation of IEPs - Establish productive working relationships with pupils, acting as a role model and setting high expectations

	- Promote good behaviours in the learning environment by delivering agreed strategies and interventions. - Ensure early intervention for pupils requiring additional support - Promote the inclusion and acceptance of all pupils within the classroom - Support pupils consistently whilst recognising and responding to their individual needs - Encourage pupils to interact and work co-operatively with others and engage all pupils in activities - Promote independence and employ strategies to recognise and reward achievement of self-reliance - Provide feedback to pupils in relation to progress and achievement
Support for the School	- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person - Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop - Contribute to the overall ethos/work/aims of the school - Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils - Attend and participate in regular meetings - Participate in training and other learning activities as required - Recognise own strengths and areas of expertise and use these to advise and support others - Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate - Undertake planned supervision of pupils' out of school hours learning activities including being responsible for clubs, workshops and organised external events such as sports competitions etc. - Supervise pupils on visits, trips and out of school activities as required

Signature of Manager: ..... **Date:** ..../..../....

Signature of post holder: ..... **Date:** ..../..../....