



ASSOCIATE TEACHER – Job Description

Job Purpose

To provide a complementary service to that provided by teachers and pastoral staff, addressing the requirements of pupils who need help and support to overcome barriers to learning. You will work both at school and in students' homes in order to ensure students achieve to their full potential. You will contribute to the work of the school in raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.

Duties and Responsibilities

These will include:

- To develop positive relationships with pupils identified as needing support; devising, implementing and evaluating individual action plans for these pupils, working with teachers in the school or at the pupils' home as appropriate, in order to improve educational outcomes and help students to achieve their potential.
- To cover lessons
- To work in a confidential manner.
- To maintain good order and discipline amongst the pupils in line with the school 'Behaviour Policy' to ensure a positive environment.
- To encourage the young people to interact and work co-operatively with each other and engage all pupils in activities.
- To respond to any questions from pupils about processes and procedures.
- To deal with any immediate problems or emergencies in accordance with school policy.
- To establish communication links with teachers, to ensure continuity is maintained for pupils.
- To supervise classes and to undertake work/activities that have been set by teachers, collecting completed work after the lesson and returning to the appropriate teacher.
- To report back to the appropriate person on any issues arising.
- To co-ordinate individual support for identified students in liaison with the Director of Student Support.
- To work with teachers, pastoral staff, and other outside agencies to identify pupils with barriers to learning and at risk of disaffection in order to ensure that these receive support in school.

- To establish and maintain contact with the families/carers of pupils receiving support in order to keep them informed about their needs and progress and to secure positive family/carer involvement and support both in school or at the family home.
- To work independently, either in school or at the pupil's home as the need arises, including transport of students when necessary, using either school vehicles, own vehicle, or public transport (business insurance/MOT required when using own vehicle).
- To establish good relations and work closely with other agencies who may also be involved in supporting a targeted pupil - e.g. Behaviour Support, Child Guidance, Business Mentors, Voluntary Mentors - so that the needs of the pupil concerned are met in a focused and integrated way.
- To develop as full a knowledge as possible of the range of agencies and activities which can be drawn upon to support vulnerable pupils.
- To be trained to drive the minibus
- To be trained as a first aider
- To assist/supervise examinations when required.
- To take part in all appropriate inset activities.
- To carry out his/her duties in accordance with the equal opportunity and anti-discriminatory practices of the school.
- Provide physical care and attention for the personal needs of children as necessary.
- Undertake supervision of children in the playground and dining room as required.
- To encourage positive attitudes to pupils receiving support and a shared understanding of their needs within the school.
- Assist class teachers in preparing and supervising outings and visits.
- Assist class teachers in supporting volunteer helpers and students in the classroom.
- Attend staff meetings as necessary.
- To represent and promote the school positively.
- Any other duties and responsibilities within the range of the salary grade.