**Purpose of the Job**

To provide practical assistance to the line manager in the school catering for the personal welfare and education needs of pupils. As far as possible to ensure a safe working environment for staff and pupils. To contribute to facilitating pupil success to the education system, promoting inclusion, assessing and supporting achievement and monitoring pupil progress against pre-defined objectives. To be responsible for managing different initiatives e.g. Early Literacy Strategy and other projects and providing quality support for pupils with additional/special educational needs. Supporting pupils on the special educational needs register as required. To provide class learning to cover the short term absence of teaching staff, by supervising pupils who are continuing their learning by carrying out pre prepared learning.

**Support the Class by:**

1. Assisting the Teacher to prepare the classroom and to prepare learning materials. To prepare the classroom equipment and computers for use by pupils ensuring that equipment or materials are suitable for the learning activities and prepare, design and adapt other materials where necessary.
2. Assisting the Teacher in the planning and delivery of class activities, at prescribed Key Stage levels. Promoting independence using strategies to recognise and reward achievement of self-reliance.
3. Ensuring equal access to learning and development opportunities and carry out pre determined educational activities and work programmes whilst promoting independent learning.
4. Assisting the Teacher to supervise and support children’s Individual Education Plans (IEP), both indoors and outdoors. To contribute to observations and records on individual’s progress producing written reports where necessary.
5. To establish productive relationship with pupils and the setting of high expectations and to organise appropriate learning environment and resources
6. To support the teaching of the English and Maths by delivering English and Maths activities To work with individuals and small groups on specific activities which may be under the guidance of the Teacher or other lead person.
7. To actively assist the management of pupil behaviour by following the School behaviour policy. Encouraging a high standard of behaviour, develop

relationship with others and recognise and deal with emotions in an appropriate way.

1. To pass on information about pupils personal and educational needs to the Class Teacher and other staff as appropriate.
2. To contribute to team meetings and review meetings. To assist in the

assessment recording and reporting of pupil progress. Reporting to

the teacher and giving feedback to pupils on their progress.

1. To act as mentor to other Teaching/Classroom Assistants.
2. To administer tasks and tests and to contribute to summative assessment.
3. To organise and take part in activities and events both in and out of school as required and to accompany and support children on outings from school as necessary.
4. To support the pupils in physical activities and physical curriculum and support the use of ICT in learning activities develop pupils’ competence and independence in its use.
5. To ensure the physical welfare of children and to assist pupils with their physical needs as appropriate and agreed. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding and supporting the pupil during break and lunch times as appropriate.
6. In the short term absence of a teacher take responsibility for a class of pupils, supervising work that has been pre-prepared by a teacher.
7. To manage the behaviour of pupils whilst they are undertaking the work set, to ensure a constructive environment, referring any issues via agreed school polices/procedures.

**Support the School by:**

1. To undertake training and attend INSET days in accordance to contractual requirements. To contribute to whole school policies
2. Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head Teacher
3. 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.
4. To support the School’s/Partnership Equal Opportunities policies.
5. Assisting with any other duties of a similar level of responsibility as

required by the Head Teacher.

1. Develop positive relationships with colleagues by working effectively as a member of the school staff team.
2. Develop and maintain relationships with other professionals.

**At this level the employee will be expected to:**

• Contribute to the management of pupil behaviour

• Establish and maintain relationships with individual pupils and groups

• Support pupils during learning activities

• Take part in some sort of continuous development to review and develop their professional practice.

**This will involve (some not all):-**

• Assist in preparing and maintaining the learning environment

• Contribute to maintaining pupil records

• Observe and report on pupil performance

• Contribute to the planning and evaluation of learning activities

• Promote pupil’s social and emotional development

• Support the maintenance of pupil safety and security

• Contribute to the health and well-being of pupils

• Support the use of information and communication technology in the classroom

• Help pupils to develop their literary skills

• Help pupils to develop their numeracy skills

• Help pupils to access the curriculum

• Support the development and effectiveness of work teams

• Develop and maintain working relationships with other professionals

• Liaise effectively with parents

**In addition they may also:**

• Provide support for bilingual/multilingual pupils

• Support pupils with communication and interaction difficulties

• Support pupils with cognition and learning difficulties

• Support pupils with behavioural, emotional and social development needs

• Provide support for pupils with sensory and/or physical impairment

**Educational requirements**

• English language reading and comprehension up to GCSE standard

• Numeracy skills up to GCSE standard

• Training in the relevant National Curriculum requirements.

• A relevant City and Guilds, NVQ or BTEC or NNEB qualification. Any

• qualification relevant to a specific area of the curriculum, or LEA approved

• training.

• Teaching/Classroom Assistants with relevant experience (3-5 years) who have attended LEA training courses or equivalent training and whose work can be certified as being of special merit shall be graded at this level.