Main Functions: To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available.

To provide personal care to children whom you are assigned to who require it.

1. To aid the pupils to learn as effectively as possible both in group situations and individually by, for example:

* Clarifying and explaining instructions
* Ensuring the pupils are able to use equipment and materials provided
* Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs
* Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
* Using praise, commentary and assistance to encourage the pupils to concentrate and stay on task
* Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs) and Learning Support Plans (LSPs), contributing to the planning and delivery as appropriate
* Providing additional nurture to individuals when requested by the class teacher or SENCO
* Consistently and effectively implementing agreed behaviour management strategies
* Helping to make appropriate resources to support the pupils

1. To establish supportive relationships with the pupils concerned
2. To promote the acceptance and inclusion of the pupils with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner

4 Monitor the pupils’ response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

5 To give positive encouragement, feedback and praise to reinforce and sustain the pupils’ efforts and develop self reliance and self esteem.

6 To mark pupils’ work under the direction of the class teacher

7 To support the pupils in developing social skills both in and out of the classroom

8 To support the use of ICT in learning activities and with specific programmes to support learning. (For example – Clicker 6)

9 To provide regular feedback on the pupils’ learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted

10 Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development

11 When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance

12 To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc

13 Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information

14 To be aware of confidential issues linked to home/pupil/teacher/school

15 To contribute towards reviews of the pupil’s progress as appropriate

16 To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment

17 To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties

18 To be willing to support playground/break time supervision e.g. educational games, homework clubs etc

19 To accompany teacher and pupils on educational visits

20 Under the class teacher’s guidance, to plan and resource appropriate interventions

22 Where appropriate to provide personal care to children to whom you are assigned and support them during lunch times.

23 To carry out the above duties in accordance with the Education

Department’s Equal Opportunities Policy.