nishkamschooltrust

Job Title Associate Teacher – Level 2 (Grade 3)
Location: Nishkam School West London

Nishkam School West London 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	- Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work - Use given strategies, in liaison with the teacher and under there guidance, to support pupils to achieve learning goals - Assist with the planning of learning activities - Monitor pupils' responses to learning activities and accurately record achievement/progress as directed - Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc. - Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour - Establish constructive relationships with parents/carers - Provide clerical/administrative support e.g. photocopying, typing, filing, money, administer coursework etc.
Support for the Curriculum	- Undertake structured and agreed learning activities/teaching programmes, making minor adjustments to activities according to pupil responses - Undertake pre-defined programmes linked to local and national learning strategies e.g. literacy, numeracy,KS3, early years recording achievement and progress and feeding back to the teacher - Support the use of ICT in learning activities and develop pupils' competence and independence in its use - Prepare, maintain and use routine equipment/resources that are required to meet the given lesson plans/relevant learning activity and assist pupils in their use
Support for Pupils	- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities - Assist with implementation of Individual Education/Behaviour Plans and Personal Care programmes - Establish constructive relationships with pupils and interact with them according to individual needs - Promote the inclusion and acceptance of all pupils - Encourage pupils to interact with others and engage in activities led by the teacher - Deliver given strategies that set challenging and demanding expectations and promote self-esteem and independence - Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

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 - Appreciate and support the role of other professionals - Attend and participate in relevant meetings as required - Participate in training and other learning activities and performance development as required - Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher - 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.

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

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