

Ryhope Infant School Academy



Job Description

Job title: Curriculum Support Assistant
Grade: NJC Points 5 to 6
Hours: 37 Hours per Week – Term Time Only (39 Weeks)
Responsible to: Headteacher

Purpose of Post:

- To support and assist teachers to deliver a broad, balanced, challenging, stimulating, meaningful and differentiated curriculum for all learners as part of a professional team, undertaking a range of learning activities under the direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.
- To provide support for children, the teacher and the school in order to raise standards of achievement for all children (e.g. SEN, EAL, GT, all underachieving groups) whilst encouraging children to become independent learners, providing support for their welfare, and to support the inclusion of children in all aspects of school life.
- To take an active role in the curriculum learning team.

Professional Responsibilities:

The post holder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below.

Main Duties

- To maintain and develop your professional knowledge and expertise, keeping up to date with national developments, teaching practice and methodology to support children in achieving high standards
- Support the classroom teacher to facilitate the active participation of all children with a range of needs, in the academic and social activities of the school
- To provide support to the Learning Team across the whole school including EYFS and key stage 1. This may be in single stage and mixed classes in a mainstream setting, support base, home base, or any other learning environment as deemed appropriate
- Contribute to raising standards of achievement for all children with a range of needs, using professional knowledge and skills to support learning
- To provide a high standard of physical, emotional, social and intellectual care for all children
- Under the direction of the classroom teacher, plan and implement a range of age-appropriate programme of activities to support children's learning
- Assisting with creating, setting up and using resources as required to support children's participation in learning tasks and activities
- Use ICT effectively to support learning activities and develop children's competence and independence in its use
- Assist the classroom teacher with the evaluation of children's development including monitoring, recording and evaluation of children's progress, providing feedback on observations undertaken and keeping accurate records as appropriate
- Under the direction of the classroom teacher or senior colleagues, working independently with individual children or groups of children when required
- Assisting with and providing personal care for children where necessary
- Work within an established behaviour policy so effective learning can take place and good relationships can be formed within the school community
- Providing support to the classroom teacher in developing effective approaches to manage behaviour and discipline problems
- To contribute to whole school planning activities
- To work within a team to contribute to the co-ordination and effective use of all practitioners.
- Supporting the role of parents in children's learning and contribute to meetings with parents to provide constructive feedback on progress/achievement etc.
- Uphold Ryhope Infant School Academy's philosophy and all safeguarding requirements, including ensuring that children are supervised at all times.

Learning Team Member

- To contribute to Learning Team discussions
- To demonstrate best practice in terms of teaching and learning
- To assist the classroom teacher with the process of monitoring and evaluating children's progress through work scrutiny, resource audits and data analysis
- To contribute to the formulation and implementation of policies as agreed
- To promote a rich, curriculum actively enhancing diversity within the school
- To play a full part in the life of the school actively supporting the vision of the school
- Contribute to Self-Evaluation by meeting requests and deadlines for information actively supporting the Leadership Team

Confidentiality:

All employees are required to work in a confidential manner in all aspects of their work.

Additional Responsibilities:

- Any other duties required by the School which are in the scope of the post.
- To carry out duties with due regard to the School Health and Safety policy at all times.
- To be aware at all times of responsibilities under GDPR for the security, accuracy, and significance of personal data held electronically or in paper form.
- To work within and encourage the School's Equal Opportunity policy and contribute to diversity policies.
- Participating in the school's arrangements for performance management, professional development and the school's arrangements for quality assurance and internal verification.

Review and Amendments:

This job description is subject to annual review. It may be amended only after full consultation with the Head Teacher.

Ryhope Infant School Academy is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Signature: **Signature:**

Post Holder

Head Teacher

Date: **Date:**