

Thirsk Community Primary School



JOB DESCRIPTION

Duties of the role will include, but not be restricted to:

SUPPORTING LEARNING & DEVELOPMENT

- Develop and maintain an up-to-date knowledge and understanding of the areas of teaching and pupil support for which post-holder is responsible
- Plan work to meet the learning needs of allocated pupils in a consistent and effective way
- Use appropriate teaching and classroom management strategies to motivate pupils and enable each to progress
- Monitor the progress of pupils for whom the postholder is responsible to set expectations and give constructive feedback
- Maintain appropriate records to demonstrate progress made by pupils
- Participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate
- Make an active contribution to the policies and aspirations of the school
- To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers
- To fulfil all of the responsibilities and duties required by the School's policies on teaching and learning
- To achieve any performance criteria or targets arising from the School's Performance Management arrangements
- Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning
- Support and assist in the development and implementation of appropriate behaviour management strategies
- Take account of the effects of different parenting approaches, backgrounds and routines, and be involved in home school liaison
- Support pupils in their social and emotional wellbeing in implementing relevant social, health, and physical programmes, including for those with health, social and physical needs
- Escort and supervise pupils on educational visits and out of school activities
- Undertake break supervision as required

COMMUNICATION

- Establish rapport and respectful, trusting relationships and communicate effectively with pupils, their families and carers, and other agencies / professionals
- Initiate appropriate and effective communication with the Teaching Assistants, and other professionals, forging and sustaining relationships across agencies
- An ability to fulfil all spoken aspects of the role with confidence through the medium of English

SHARING INFORMATION

- Assess, record and report on pupils' attainment and progress within assessment and reporting processes
- Participate in meetings with other staff, external professionals and parents regarding pupils, in a support capacity to the teacher, who will normally lead on such matters
- Assist in the induction and development of classroom support staff, cascading information and good practice
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Participate in staff meetings
- Share information confidentially about pupils with teachers and other professionals as required

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN & YOUNG PEOPLE

- Carry out tasks associated with pupil's personal hygiene and welfare, including personal intimate care, physical and medical needs, whilst encouraging independence
- Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate

ADMINISTRATION/OTHER

- Undertake routine clerical duties as required
- Support the use of ICT and adhere to relevant policies
- Supervise and provide access arrangement for pupils sitting internal and external examinations and tests, ensuring that examinations comply with Examination Board Regulations
- Participate in appraisal, training and other learning activities

HEALTH & SAFETY

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure
- Work with colleagues and others to maintain health, safety and welfare within the working environment

EQUALITIES

- Promote inclusion and acceptance of all pupils
- Within own area of responsibility, work in accordance with the aims of the Equality policy, treating individuals with respect for their diversity, culture and values

FLEXIBILITY

- Thirsk Community Primary provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline

provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Thirsk Community Primary Policies and Procedures

CUSTOMER SERVICE

- Thirsk Community Primary requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. Thirsk Community Primary requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values

Person Specification

Qualifications	Essential	Desirable
Qualified Teacher Status	√	
Thorough knowledge of teaching, learning and curriculum in primary schools	√	
Commitment to continued professional development	√	
Evidence of recent & relevant training	√	
Safeguarding Awareness	√	
Relevant experience		
Experience of teaching in primary schools	√	
Experience in teaching early years in primary schools (If applying for the EYFS role)	√	
Able to evidence excellent pupil progress	√	
Experience of working positively and closely with staff, parents and guardians	√	
Effective experience in creating a positive climate and environment to secure accelerated learning	√	
Recent OFSTED experience		√
Professional knowledge & skills		
An excellent or developing classroom practitioner	√	
Effective use of assessment data to plan sequence of learning that secures accelerated progress	√	
Work effectively as part of a team, relating well to colleagues, pupils and parents	√	
Excellent use of ICT to support learning	√	

High expectations of all pupils	√	
Detailed knowledge of the National Curriculum and its planning and delivery	√	
Implications of the Code of Practice for Special Educational Needs for teaching and learning		√
Evidence of ability to maintain high standards of behaviour and develop attitudes of care, control and cooperation	√	
Experience of curriculum planning as part of a team	√	
Ability to self-motivate and lead a team of support staff	√	
High level of oral and written communication skills and ability to communicate with a wide range of audiences	√	
Able to offer subject expertise		√
High level of organisational and planning skills	√	
Ability to use initiative, solve problems, make decisions and motivate others	√	
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Other additional factors		
A commitment to abide by and promote equal opportunities, Health and Safety and Child Protection Policies	√	
Commitment to an involvement in extra-curricular activities	√	