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| Job Description | |
| Role | Inclusion and Pastoral Teaching Assistant |
| Grade | 8 |
| Hours | 25 hours per week, term time only |
| Location | St John’s CofE Primary School |

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| **INCLUSION AND PASTORAL TEACHING ASSISTANT**  **JOB DESCRIPTION** | | | |
| **Post Title:** Inclusion and Pastoral Teaching (L3) | | | |
| **Department**: Christ Church MAT | | **Establishment/Post No**: | |
| **Division/Section**: Education | | **Post Grade**: Grade 8 SCP 12-17 | |
| **Location**: St John’s CofE Primary School | | **Post Hours**: 25 | |
| **Special Conditions of Service**: | | | |
| **Purpose and Objectives of Post**:  To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes (inclusive of specific individual learning needs), to enable access to learning for pupils. Work may be carried out in the classroom or outside the main teaching area. | | | |
| **Accountable to**: Headteacher | | | |
| **Reporting to**: Pastoral Lead, SENDCo or Safeguarding Officer | | | |
| **Relationships:** (Internal and External)  Governance  Head Teacher  Teachers  Support Staff  Pupils | | | |
| **DUTIES/RESPONSIBILITIES:** | | | |
| **SUPPORT FOR THE PUPILS**   * To be a champion for vulnerable children. * Develop and maintain effective and supportive mentoring relationships with children and those engaged with them according to individual needs. Promoting self- esteem and independence. * Work within an extended range of networks to support children’s needs. * Contribute to the identification of barriers to learning for individual children and young people and provide them with a range of strategies for overcoming the barriers. * Develop, agree and implement time bound action plans with groups and individual children and young people and those involved with them based on information from the class teacher. * Assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement. * To lead SEMH and SEND intervention groups across the primary age range throughout the day including lunchtimes and provide support for pupils to ensure their safety and access to learning. * To provide emotional support for children in need. * To help resolve issues that arise, behavioural and emotional, during the school day. * Assist with the development and implementation of Individual Education/EHC/Behaviour Plans and Personal Care programmes * Promote inclusion and acceptance of all pupils. | | | |
| **SUPPORT FOR THE TEACHER**   * To support all staff with management of pupils’ behaviour. * To communicate key issues regarding individual pupils to relevant members of staff. * To undertake general Teaching Assistant duties when required · * Provide clerical/administration support · * In liaison with the teachers, use strategies to support pupils to achieve learning goals. * Preparation of teaching and learning materials and subject matter. · * Monitor pupils’ responses to learning activities and accurately record pupil achievement/progress. · * Provide detailed and regular feedback to teachers and leaders on pupils’ achievement, progress, issues etc · * Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy. * Establish constructive relationships with parents/carers and outside agencies. | | | |
| **SUPPORT FOR THE CURRICULUM**   * Undertake structured and agreed learning activities/learning programmes taking into consideration pupil’s individual needs. * Undertake programmes linked to local and national learning strategies eg. English, Maths, Phonics, recording achievements 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 equipment/resources required to meet relevant learning objectives and assist pupils in their use. | | | |
| **SUPPORT FOR THE SCHOOL**   * Contribute to the development of policies and practice which will promote social inclusion, engagement and educational achievement. * Operate within agreed legal, professional and ethical boundaries when working with children and young people and those involved with them. * To have knowledge of children’s personal information which may include safeguarding and maintain utmost confidentiality. * Develop and maintain appropriate contact with the families and carers of children. * Contribute to the identification and sharing of good practice. * Contribute to the co-ordination of the activities of those supporting individual children or young people. * To contribute to schools effort to raise attendance levels and improve punctuality. * To undertake a wide range of CPD to support role in school. * Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned). * Be aware of, champion and support difference and ensure all pupils have equal access to opportunities to learn and develop. * Contribute to the school ethos, aims and development. * Appreciate and support the role of other professionals * Attend relevant meetings as required * Participate in training and other learning activities and performance development as required. * Assist with the supervision of pupils out of directed lesson time, including before and after school and at lunchtime as directed. * 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 a teacher. * To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. | | | |
| The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs can change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. | | | |
| SAFEGUARDING  *ALL EMPLOYEES HAVE A RESPONSIBILITY FOR, AND MUST BE COMMITTED TO, SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND FOR ENSURING THAT THEY ARE PROTECTED FROM HARM.* | | | |
| **Job Description prepared by:** | Sign: | | Date: |
| **Agreed correct by Postholder:** | Sign: | | Date: |
| **Agreed correct by Supervisor/Manager:** | Sign: | | Date: |