**GLF Schools - Job Description**

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| **Job Title** | Teaching Assistant- Pastoral and Inclusion Support | **Job Reference** |  |
| **Location** | Cuddington Croft Primary School | **Travel Required** | N |
| **Core purpose** | | | |
| * To assist the Inclusion Leader in providing pastoral care, behaviour and learning support for pupils across the school. | | | |
| **Key accountabilities** | | | |
| * To assist in the delivery of educational work programmes by participating in day to day learning activities, supporting children so that they achieve to the best of their abilities. * To support in planning and evaluating programmes and adapting teaching materials to suit the particular requirements of individual children or groups of children * To discuss with and report back to the class teacher or Inclusion Leader on the assessment of children’s learning or personal development * To contribute to the carrying out of individual learning or pastoral support programmes, and to ensure that the programme is delivered professionally at all times * To participate in staff development activities and, where required to liaise with other professionals and outside agencies to contribute to any multi-disciplinary discussion of a child’s needs/progress * To organise and maintain the learning environment and resources required for the fulfilment of the role * To work as part of a team to ensure that the well-being, behaviour and personal development of children enhances their learning opportunities and like skills * To maintain confidentiality in and outside the workplace * To understand and assist in interpreting school policies * To assist the Designated Safeguarding Lead | | | |
| **Other** | | | |
| * Any other duties commensurate with the role as directed by the Headteacher | | | |
| **Accountability** | | | |
| GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities. | | | |
| **Safeguarding** | | | |
| GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion. | | | |