**Brinsworth Howarth Primary School**

**Position: KS2, L3 Teaching Assistant**

**Salary Range: Band E, Scale 7 - £10.60 per hour**

**Contract Type: Permanent – 27.5 hours per week.**

**Reporting to: Headteacher**

**Start Date: June 2022**

**Purpose of this role: support learning**

**SECTION 1 - MAIN DUTIES and Responsibilities**

**Support for pupils:**

1. To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
2. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
3. Promote the inclusion and acceptance of all pupils
4. Encourage pupils to interact with others and engage in activities led by the teacher
5. Encourage pupils to act independently as appropriate

**Support for the teacher:**

1. Prepare resources as directed for lessons / interventions, clear afterwards and assist with the display of pupil’s work
2. Be aware of pupil problems/progress/achievements and report to the teacher as agreed
3. Undertake pupil record keeping as requested
4. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
5. Gather/report information from/to parents/carers as directed
6. Provide clerical/admin where needed e.g. photocopying, typing, filing, etc.

**Support for the curriculum:**

1. Support pupils to understand instructions
2. Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher
3. Support pupils in using basic ICT as directed
4. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

**Support for the school:**

1. 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
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the academy
4. Appreciate and support the role of other professionals
5. Attend relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. Assist with the supervision of pupils out of lesson times, including at breaks and at lunchtimes
8. Accompany teaching staff and pupils on visits, trips and out of school activities as required
9. Any other related duties as they may arise.

**Health and Safety:**

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

**Liaising with Others:**

1. Consider carefully, who is the most appropriate person to help in a specific situation and determining who should make contact, when and how, etc.
2. Consider carefully issues of confidentiality when dealing with pupils, teachers, parents and outside agencies.
3. Inform appropriate pastoral staff about social or behavioural issues related to pupils.
4. Contact parents, if appropriate, after proper consultation with other staff.
5. Be able to liaise with agencies responsible for pupils’ welfare providing the appropriate accurate information if required.
6. Keep up-to-date with Child Protection Procedures and notify the designated safeguarding lead/s of any concerns about a child.

**General Tasks**

1. Any other duties and responsibilities appropriate to the grade and role
2. All the above duties and responsibilities to be carried out in accordance with Brinsworth Howarth Primary School’s Policies, JMAT Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

**JMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. An enhanced DBS check will be undertaken for the successful candidate.**

**The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.**