* At the direction of the head teacher, senior leadership team or class teacher to support teaching provision and student learning.
* Under the guidance of the class teacher to work with individuals or groups of students to help them achieve to the best of their ability.
* At the direction of the class teacher to help to organise classroom activities, prepare resources and maintain the learning environment. This will include mounting displays that reflect the work of the students.
* To support programmes for teaching communication, literacy and numeracy as well as to work with student’s on their Individual Education plans, assisting students to access the full curriculum.
* Monitor student progress and contribute to future planning as part of a team. Maintain records and student files.
* Provide support for student’s emotional and social development by encouraging and modelling positive behaviour in line with the schools ethos and values, and dealing with disruption as agreed in the school’s Behaviour Policy or Individual Proactive Intervention Plans and Behaviour Plans.
* Ensure the physical welfare of students and assist students with physical needs adhering to manual handling guidelines as appropriate and agreed.
* Use skills and talents to lead extra- curricular activities for small groups of students.
* Communicate and liaise with other members of the school staff and the multi- disciplinary team in order to carry out therapy programmes and ensure the most effective academic, emotional and social provision. This may include taking part in hydro therapy and swimming sessions.
* Supervise students in the playground and other lunch time activities organising appropriate play time activities.
* Supervise students from transport in the morning and on again in the afternoon, relaying any messages from parents or escorts to the relevant professional.
* Support students in any personal care programmes, including dressing, feeding and toileting for those where this is applicable. To clear up hygienically after any toileting or illness mishap.
* Administer medication or medical interventions e.g. gastrostomy feeds, suctioning, oral medication (when mutually agreed with the school nurse and after specific training by medically trained staff – this will be carried out under their supervision until such time as their competencies are signed off and the staff member themselves are confident to carry them out).
* Attend outings with students and provide care and learning activities in accordance with school policies and safety guidelines, including reading and adhering to risk assessments.
* Support students during transitions in their lives working with colleagues to support students through difficult times.
* Participate in policy review and in giving feedback on documentation.
* Undertake any other reasonable duties from time to time as may be directed by the head teacher or his / her nominee.

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| **PERSON SPECIFICATION*** Be able to work successfully as part of a team.
* Flexible and willing to work in all areas of the school.
* Punctual and reliable.
* Sense of humour.
* Positive Attitude.
* Able to cope / deal with challenging behaviour.
* Able to cope with physical challenges.
* Good written and communication skills.
* Numerate / Basic ICT skills.
* Able to communicate effectively with students.
* Able to motivate students to learn.
* Able to reflect on own practise and consider actions for improvement.
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| **PERSONAL RESPONSIBILITY*** Be aware of key school plans, policies and procedures, especially the Health and Safety Procedures, Child Protection Procedures, Policy for Communicating with Parents, Confidentiality and Data Protection and the School Development Plan.
* Take part in Appraisal procedures in order to identify and agree development and training needs. Work on annual targets that will contribute towards achieving goals in the School Development Plan.
* Within contracted hours, undertake training identified in appraisal or school development processes, as may be required to enable students and the school to be provided with effective support.
* Within contracted hours, to attend and participate in staff meetings as required.
* Respect the confidentiality of student information and respond sensitively to student need.
* Pass on concerns about students to relevant people in the school.
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| **CONTRACTED HOURS – 29.75 hours per week term time only** |