

Name		<b>Alec Reed Academy</b> <b>Job Description</b>
Post No.		
Date drafted	June 2014	
Date reviewed	July 2021	



**ALEC REED  
ACADEMY**  
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

### MANAGEMENT DETAILS

Job Title	Primary Curriculum & Learning Access Student Support (CLASS) Worker / Nursery Nurse
Location/work base	Primary Phase (Nursery)
Grade	
Reporting to:	The Board of Trustees through the Principal
Line Manager	Primary Higher Level Teaching Assistant (HLTA) / Nursery Teacher
Posts directly supervised:	
Staff or contractors indirectly supervised	

### THE MAIN PURPOSE OF THE JOB

**Purpose:**

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

**Targets:**

To be agreed upon appointment and updated as part of annual cycle of Appraisal and review.

## **Key Areas of Responsibility**

### **1. SUPPORT FOR PUPILS**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

### **2. SUPPORT FOR THE TEACHER**

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/administration support e.g. photocopying, typing, filing, collecting money etc.

### **3. SUPPORT FOR THE CURRICULUM**

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

### **4. SUPPORT FOR THE SCHOOL**

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- 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 lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Any other ad hoc projects and exercises as required
- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the Governing Body and its management to enable them to maintain a safe and healthy work place.

#### Terms & Conditions

36 hours per week, Monday to Friday from 8.30am to 4pm (with one CPD session per week until 5pm).  
Term-time only plus Professional Development days.