



Location: Hunloke Park Primary School, Lodge Drive, Wingerworth, Chesterfield, S42 6PT

Salary: Redhill Academy Trust Pay Scale, Band 6, Scale Points 29 - 32

Hours of work: 13 hours per week, term time only

Responsible to: Headteacher

Post objective: To work under direct instruction of the class teacher to contribute to the management of pupil behaviour, maintain order and an appropriate working environment, including implementation of the school's behaviour policies.

The post holder must carry out his/her responsibilities within the guidance of the Derbyshire County Council agreed framework and the Education Act 2002, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of Schools.

Responsible for below duties under direct guidance of the Teacher:

- Supporting classroom management and assisting with general administration
- Helping to manage pupil behaviour
- Supporting pupils' health, safety and emotional and social development
- Establishing relationships with learner
- Helping to monitor and assess pupil progress
- Helping pupils to access the curriculum
- Working with other professionals
- Liaising effectively with parents

Duties and responsibilities – under direct instruction from the Teacher:

- Working under direct instruction of the class teacher to contribute to the management of pupil behaviour, maintain order and an appropriate working environment, including implementation of the school's behaviour policies.
- Report to teachers on the behaviour of pupils during lessons and any issues arising.
- Responding to accidents and emergencies relating to pupils.
- Establish and promote productive relationships with pupils, acting as a role model and setting high expectations.
- Forming interpersonal relationships to establish the trust and respect of individuals and groups within the school.
- Promote the inclusion of all pupils within the classroom and school.

- Liaise closely with teachers and other relevant agencies regarding the work set for a class/group. Assist with setting out learning materials.
- Provide feedback to the teacher on the progress pupils have made in groups under your supervision.
- Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support pupils' learning and progress.
- Effectively communicate the work set by the class teacher to the pupils and ensure that pupils are aware of the teacher's expectations.
- Encourage pupils to interact and work co-operatively with others to ensure all pupils are engaged on the set task.
- Respond knowledgeably to any questions from pupils about process and procedures.
- Observe and report on pupil performance.
- Ensure the health, safety and welfare of pupils is maintained at all times.
- Promote social and emotional development of pupils.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Support the use of ICT in the classroom.
- Provide literacy/numeracy support to allow access to the curriculum.
- Provide support for multi-lingual/bilingual pupils e.g. help pupils to access the curriculum and support the development of target language.
- Assist with the implementation of IEPs.
- Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action.
- Collect any completed work after the lesson and return it to the class teacher as appropriate.
- Accompany teaching staff and pupils on educational visits and supporting pupils in off-site activities under the guidance of a teacher.
- Contribute to the overall ethos, aims and work of the school.
- Be aware of, uphold and contribute towards the development of the school's policies and procedures.
- Participation in appropriate meetings and training.
- Undertake any administrative duties relevant and appropriate to this post.
- Take an active part in appraising their own work against management and supervision arrangements.
- Maintain confidentiality at all times and to observe Data protection Guidelines.
- Understand and comply with the school's equal opportunity and other policies.
- Embrace any other duties that may be reasonably regarded as within the nature of the duties, responsibilities and the grade of this post.

All members of the school community have a duty to uphold and promote all guidance, policies and principles relating to the safeguarding of children.



HUNLOKE PARK PRIMARY SCHOOL

| | Essential | Desirable |
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| Qualifications or training | General standard of education NVQ level 2 or above or equivalent (or working towards) Good standards of literacy and numeracy equivalent to GCSE (A-C) | Paediatric First Aid qualification Recent safeguarding training |
| Experience | Understanding of classroom roles and responsibilities Familiar with the use of basic technology Knowledge of procedures for a limited range of learning activities for children Basic understanding of children and young people's development | |
| Knowledge and Understanding | Knowledge of the role of a Learning Support Assistant Understanding of how to ensure good behaviour through positive behaviour management Strategies Understanding of child protection, safeguarding, and equal opportunities Understanding of the varying needs of all pupils including SEN | |
| Skills | Good communication skills – both written and oral Ability to motivate children Commitment to on-going professional development Good organisational and time management skills Ability to work independently and as part of a team Able to contribute to a warm and caring environment | Good IT skills |

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| Personal Characteristics | <p>Creative and resourceful</p> <p>Show a caring attitude towards pupils, staff and parents</p> <p>Be open minded and approachable</p> <p>Ability to work as part of a large team working towards shared goals through a consistent approach</p> <p>Well organised, flexible and works using own initiative</p> <p>Sense of humour</p> <p>Flexible approach to school life</p> <p>Calm under pressure.</p> | |
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