

Teaching Support

Pay Scale: NJC Support Staff 5-6
Responsible to: Deputy Headteacher (Teaching and Learning)
Hours: 8.30am - 3.30pm 30 hrs (KS2)

Purpose

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction and guidance of the classroom teacher or member of ELT.

To plan, deliver and resource interventions, and assess and report on the interventions, ensuring high impact on pupil progress and enabling pupils to achieve their potential.

Main duties and responsibilities:

- To ensure all actions within school reflect the school ethos and core values of RESPECT, ASPIRATION and RESILIENCE
- Assist class teachers as required.
 - To support teachers in promoting good behaviour in the classroom and across the school.
 - To support teachers in their delivery of a differentiated curriculum
 - To assist teachers in observing and assessing individual pupils.
 - To identify or design suitable teaching materials to facilitate the learning of identified pupils, including the use of new technologies
 - To provide regular feedback about pupil's progress.
 - To liaise between pupil and teacher where appropriate.
 - To assist teachers in the implementation of pupils' individual plans/provision maps.
Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc).
 - To undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher in delivering the specific learning programmes set for each pupil.
 - To maintain a clean, safe and orderly working environment – ensuring that equipment/resources/materials are set out as per instructions and used safely.
- Provide teaching support in small groups and where necessary be assigned to individual pupils in order to aid the teacher, in and out of the classroom. Manage group behaviour according to the School Behaviour Policy. Respond to pupils' needs in class and if necessary offer group/individual support as appropriate and if required source appropriate resources.
- Liaise with the class teacher/Deputy Headteacher to understand the objectives of each intervention/lesson. Assist with marking of class work and homework.
- Plan, deliver, assess, record and prepare resources for interventions, differentiating as necessary. Liaise with class teachers, subject co-ordinators, key stage managers and Inclusion Manager.
- Carry out observations and monitoring of the progress of pupils, both educationally and socially, including appropriate marking and record keeping.

- Assist pupils with their hygiene and physical needs if required and assist pupils to dress and undress for PE, etc. if help is needed. Provide first aid.
- Supervise at playtime to ensure the safety of the children and offer basic first aid or fetch the qualified first aider. Supervise pupils in off-site activities.
- Provide pupils with stimulating and challenging play opportunities
- Respond undirected to pupils' emerging needs whilst supporting in class and if necessary without direction provide group/individual support and appropriate resources.
- Assist with ensuring the school has a stimulating learning environment and ensuring it is of good quality, including displays
- To participate in in-service training, where possible including occasional staff meetings as and when appropriate.
- To undertake training to assist with first aid and personal care needs of pupils.
- Where necessary, support other staff
- To contribute to extra-curricular activities.
- To be aware of school policies and procedures including relating to child protection, health, safety, behaviour, positive handling, security and confidentiality - reporting all concerns to an appropriate person to ensure pupils' wellbeing
- To attend relevant meetings and contribute to the overall work/aims of the school, supporting the roles of other colleagues and professionals to enable the school to fulfil its development plans.
- To support colleagues who cover for class teachers.
- Such other reasonable duties as the head teacher may from time to time require

“This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation”

Person Specification

Teacher Support	Essential	Desirable
Qualifications	Maths and English GCSE grade C or equivalent NVQ level 2 relevant to school (or commitment to undertake)	NVQ level 3 relevant to school First aid qualifications Higher levels qualification
Experience	Working with children in a school setting Basic understanding of use of ICT in school	Confident using a range of ICT programmes relevant to education Supporting and/or teaching ICT or music
Skills	Flexibility Ability to work in a team Reflective Good command of standard spoken and written English	Show a willingness to learn and implement new skills and approaches to develop learning
Knowledge	Familiarity with schools' policies and procedures Knowledge of National Curriculum and appropriate expectations within relevant year group Working knowledge of Safeguarding policy and procedures	High level of subject knowledge linked to National Curriculum Knowledge of how to assess expectations of core subjects