**Job Description**

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| Under the direction of the Headteacher teacher or Special Education Needs Co-ordinator (SENCo), work as part of a team to promote the emotional, physical and educational development of pupils. |

**Key Accountabilities**

**Supporting pupils**

* Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children, including those with special needs.
* Provision of personal, social, hygiene, welfare and behaviour support of pupils.

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| * To be responsible for promoting and safeguarding the welfare of children and young people within the school. |

**Supporting the teacher**

* Assist with the organisation and development of the learning environment and ensure adequate supplies of learning materials.
* Under direction of the class teacher, maintain accurate records in accordance with school policies and GDPR.
* Use a variety of methods to observe and report on pupil performance in group and individual situations.
* To prepare the classroom with basic resources and equipment as directed by the teacher and assist the pupils with their use.
* Provide consistent and high-quality support to class teachers and colleagues.

**Supporting the curriculum**

* Assist in the delivery and evaluation of learning activities for individuals, groups or the whole class, working with the teacher or SENDCo.
* Assist in the organisation and delivery of learning activities.
* To promote resilience and perseverance when faced with challenges.
* To promote a love of learning by modelling, recognising and rewarding good learning behaviour, in line with the school’s behaviour policy.

**Supporting the school**

* Assist with the implementation of our behaviour management policy.
* Provide consistent and effective support for colleagues in line with the responsibilities of this role.
* To accompany teaching staff and pupils on visits and out of school activities as required.
* Ensure all personal data is processed in line with GDPR.
* Participate in regular performance reviews to ensure that any personal development needs are identified and met.
* Support the maintenance of pupil safety and security and minimise the risks from health emergencies.

**Other duties**

* In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
* Undertake any other duties that can be accommodated within the grading level and nature of this post.
* To attend relevant meetings and participate in training opportunities and professional development as appropriate.
* Support pupils in developing effective relationships with peers, younger pupils and adults,

challenging anti-social behaviour e.g. racism.

* Help pupils to develop self-reliance and confidence in a range of areas including decision making, problem solving and general life skills, and deal in a positive way with their emotions.
* Provide support to pupils with cognitive and learning difficulties to develop effective learning strategies and support them working individually, as part of a group or with the whole class.

**Additional duties and responsibilities**

* The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
* In fulfilling the requirements set out in this job description, the post holder will apply Grove Learning Trust’s commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
* In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.