



Responsible to: Head Teacher

Line Managed by: Inclusion Manager

Purpose of Job: Under the direction of the class teacher and Inclusion Manager to work as part of a team to promote the emotional, physical and educational development of pupils, including those with special needs.

Duties and Responsibilities:

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities by, for example:
 - clarifying and explaining instructions;
 - ensuring the child is able to use equipment and materials provided;
 - assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting;
 - helping children to concentrate on and finish work set;
 - meeting physical needs as required whilst encouraging independence;
 - developing appropriate resources to support the children;
- To provide the necessary pastoral care to enable children to feel secure and happy
- Assist with the development and implementation of Pupil Profiles/Relational Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according 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
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities and adjusting lessons/work plans as appropriate
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. Recording the incident and any actions on CPOMS.
- Establish constructive relationships with parents/carers and liaise sensitively and effectively
- Administer routine tests and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. English, Maths, Early Years recording achievement and progress and feeding back to the teacher
- Support the use of IT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

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Support for the School

- Cover classes when required (paid as a Cover Supervisor)
- Be aware of and comply with policies and procedures relating to safeguarding, behaviour, 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
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Recognise own strengths and areas of expertise and use these to advise and support others
- Attend and participate in relevant meetings as required
- To participate in the professional growth review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To be willing to disseminate findings to staff within a staff meeting or training day.
- Assist with the supervision of pupils out of lesson times, including playtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Support the development and effectiveness of work teams in all areas of activity with pupils or colleagues.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

Welfare

- To administer first aid and medicine to pupils as required, in keeping with the school's policy.
- To liaise with parents regarding pupils' sickness/injury by Class Dojo and/or telephone.
- To assist with visits from the school nurse, dentist etc.
- To assist with the general welfare of pupils.
- To complete cause for concern forms on CPOMS if concerned about a child's safety.

Extra Duties.....

Signed by..... Teaching Assistant

Date.....

Signed by..... Headteacher

Date.....