



Job Description

Location: Palterton Primary School, Back Lane, Palterton, Derbyshire, S44 6UN

Salary: Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 - 36

Hours of work: 32.5 hours per week, term time only

Responsible to: Headteacher

Post objective: To provide learning support to promote an individual pupil's progress.

Main Duties and Responsibilities:

Classroom Support

- Under the direction of the SENCO and class teacher, work with individual child and small groups of children, (including those with additional needs or on the Special Educational Needs register), within a classroom situation to ensure each child has the maximum access to all learning activities.
- Under the guidance of teaching staff/SENCO deliver the support needed, developing strategies to achieve learning goals.
- Assist with the supervision of pupils outside the classroom, including accompanying teaching staff on educational trips and visits.
- Provide good quality interactions throughout the continuous provision that extend children's vocabulary.
- Support the individual child's physical needs in terms of ensuring adaptations to learning environment/access arrangements/adjustments to learning.
- Develop a secure relationship with parents, giving updates on progress

Individual Support

- Work with teaching staff in the planning and implementation of individual learning and support programmes for named children or small groups.
- Secure reasonable adjustments and access arrangements for individuals when required.
- Support individuals with their personal, social and emotional needs throughout the school day.
- Support individuals with the development of communication and interaction skills.

Resources/Administration

- Assisting in the development and maintenance of materials and equipment used in the classroom – this may involve liaison with class teachers.
- Preparing learning activities under the guidance of the class teacher. •Assisting in keeping records of children's development.
- Contributing to reviews, parents' evenings concerning individual pupils. •Liaising with class teacher about the needs of individual children.
- Communicating with parents, and liaising with other members of the team.

General

- Liaise with other staff as necessary.
- Attendance at staff meetings, briefings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the provision that any changes of a permanent nature shall be incorporated into the job description in specific terms.