

**Hours:** 30hrs per week, 39 weeks a year

**Contract type:** Fixed Term

**Annual Leave:** Taken outside of term time and paid pro-rata throughout the year.

No annual leave to be taken during term time.

**Salary:** SC-2. NJC points 3-5.

**Benefits:** Local Government Pension Scheme.

**Location:** Based at St Matthew's Primary & Nursery Academy

**Hours of Duty:** Decided in agreement with the line manager and confirmed annually (minimum). Some occasional evening work may be required to meet the training demands of the role. This may already be included within your annual contracted hours or may be paid as additional hours, subject to prior approval.

### **Line Management**

1. Direct Line Manager: HT & SENCo
2. Day to day: Senior Leadership Team and Class teachers
3. Direct to the Designated Safeguarding Lead for all matters concerning Child Protection

This post has no line management responsibilities

### **Key Purpose and Level of the Role**

To **work under the direction and guidance** of teaching staff, in or out of the classroom to undertake work/care/support programmes to:

- enable access to learning for pupils (individuals or groups)
- assist the teachers in the management of pupils and the classroom
- preparation of resources

This post may require supervision of pupils and engaging with them at a higher level, all still under the direction and guidance of the teaching staff.

At this level, the following is required:

- Occasional whole class responsibility

Where reference is given to 'pupils', this may include those with special/additional needs. The role promotes the inclusion and acceptance of all pupils, ensuring all have equal opportunities to learn and develop.

### **Key Roles and Responsibilities**

#### **Pupil Support**

- Supervise and support pupils ensuring their safety and access to learning
- Attend to the pupils' personal needs and implement related personal programs, including social, health, physical, hygiene and welfare matters. This may require intimate care for some pupils.
- Assist with the implementation of individual education/behaviour plans and personal care programmes
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- 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
- Promote positive pupil behaviour and encourage pupils to take responsibility for their own behaviour
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

### **Teacher Support**

- Create and maintain a purposeful, orderly and supportive learning environment in accordance with lesson plans, supported by the teacher

#### **Assist with the display of pupils work**

- Use strategies, in liaison with the teacher, to support pupils to achieve their learning goals
- Provide detailed and regular feedback on pupils' problems/progress/achievements and report to the teacher
- Undertake pupil record keeping as requested which will include monitoring and recording pupils responses to learning activities
- Promote good pupil behaviour, dealing promptly with conflicts and incidents in line with academy policy, encouraging pupils to take responsibility for their own behaviour. Report difficulties as appropriate
- Establish constructive relationships and gather/report information from/ to parents/carers as directed
- Administer routine tests and invigilate exams as well as undertaking routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc

### **Curriculum Support**

- Undertake structured and agreed learning activities/teaching programmes to support pupils, making adjustments to activities according to their 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 pupils in developing competence and independence with ICT in learning activities
- Prepare, maintain and use equipment/resources to meet the lesson plan/learning activity requirements and assist pupils in their use
- May be required to demonstrate own tasks to new starters or less experienced members of staff

### **General Academy Support**

- Be aware of and comply with policies and procedures of St Christopher's C of E (Primary) Multi Academy Trust and those of the academy, especially those relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Uphold and contribute to the overall ethos/work/aims of the school
- Attend relevant meetings as required
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes during paid hours
- 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

### **General Notes**

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list. Duties may vary according to the needs of the academy and pupils at the time.

Although the post is based in the academy stated above, there may be occasions when you are asked to attend events at other locations throughout the Diocese of Exeter, or in one of our other academies, subject to notification and acceptance by the post holder. Travel is paid if this is required.

**Acceptance of this Job Description**

<b>On behalf of St Christopher's C of E (Primary) Trust:</b>	<b>On behalf of the Employee:</b>
<b>Signed:</b>	<b>Signed:</b>
<b>Printed Name:</b>	<b>Printed Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Date:</b>	<b>Date:</b>