

**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-3. NJC point 6

**Benefits:** Local Government Pension Scheme.

**Location:** Based at St Matthew's CofE Primary School

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

To work under the guidance of teaching staff with an agreed system of supervision, to implement work/care/support programmes in or out of the classroom to:

- enable access to learning for pupils (individuals or groups)
- assist the teachers in the management of pupils (individuals or groups) and the classroom, maintaining good order and keeping pupils on track
- assisting the teacher in the whole planning cycle and management/preparation of resources

At this level, the following is required:

- occasional whole class responsibility during short-term teacher absence
- be the lead for small groups or Intervention support, without the supervision of a teacher, including the planning and evaluation/assessment of the pupils, feeding back to the teacher
- one or both of:
  - regular (timetabled) whole class responsibility
  - detailed and specialist knowledge in particular areas

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**

- Use specialist skills/training/experience to supervise and support pupils ensuring their safety and access to learning
- Assist with the implementation and development of individual education/behaviour plans and personal care programmes
- Establish productive working relationships with pupils, setting high expectations while recognising and responding to individual needs
- Encourage pupils to interact and work co-operatively with others and engage in activities ☑ Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Promote positive pupil behaviour and encourage pupils to take responsibility for their own behaviour
- Provide feedback to pupils in relation to progress and achievement
- 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.

#### **Teacher Support**

- Work with the teacher to create and maintain a purposeful, orderly and supportive learning environment in accordance with lesson plans
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Use strategies, in liaison with the teacher, to support pupils to achieve their learning goals
- Provide objective and accurate feedback on pupils' problems/progress/achievements and report to the teacher with appropriate evidence.
- Be responsible for pupil record keeping and updating, contributing to the review of systems/records as requested. This will include monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Promote positive values, attitudes and 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
- Liaise sensitively and effectively with parents/carers and participate in feedback sessions/meetings as agreed by the teacher within your role/responsibility
- Administer routine tests and invigilate exams as well as undertaking routine marking of pupils' work
- Assist with the display of pupils work
- Provide clerical/admin support e.g. produce worksheets, photocopying, typing, filing, collecting money etc

### **Curriculum Support**

- Implement agreed learning activities/teaching programmes to support pupils, making adjustments to activities according to their responses
- Implement local and national learning strategies e.g. English, Maths, Early Years; making effective use of opportunities provided by other learning activities to support the development of relevant pupils' skills
- Support pupils in developing competence and independence with ICT in learning activities
- After determining the need for equipment and resources, prepare, maintain and use them, including specialist equipment and resources
- Assist with supervision, training and development of 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 and participate in regular meetings
- Establish constructive relationships and communicate with other professionals, in liaison with the teacher, to support achievement and progress of pupils
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others ☐ 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 supervising a group

**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 Trust, subject to notification and acceptance by the post holder.