

Job Description

Support pupils in the development of key skills of English, Maths, RE and ICT; and across the whole curriculum.

Provide support for individual and groups of pupils inside and outside the classroom to enable them to fully participate in activities and learning

Attend to the personal, intimate and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs.

Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes and help monitor their progress and feedback to class teacher/SENCO

Assist, under agreed school procedures, with programmes of special care, under the direction of the appropriate specialist.

Assist in the educational and social development of pupils under the direction and guidance of the head teacher, SENCO and class teachers.

Supervise children at playtime and assist with classroom supervision.

Accompany children off school premises as directed by the class teachers, but in the presence of a teacher

Work with other professionals, as necessary

Take part in planning sessions and training with the class teacher, staff team and locality

Assist class teachers with maintaining children's records

Support children with emotional or behavioural problems and help develop their social skills

Prepare and present displays of students' work

Support class teachers in photocopying and other tasks in order to support teaching eg preparing resources

Understand that at times you will have access to highly confidential information and to respect and follow the policies of the school in being discreet and respecting confidentiality

Have a full understanding of the policy and procedures for Health and Safety and Child Protection and Safeguarding

Support the school's implementation of the whole school policy for Behaviour and Anti-Bullying

Promote and work within the Christian ethos and the values of the school values

Any other duties which reasonably fall within the remit of the post, which may be allocated by the Headteacher after consultation with the post holder

Key Attributes

Flexible & can use own initiative

Good sense of humour

Effective communication skills

Well organised

Reliable & punctual

Good Team Player

Solution Focused