

### **JOB DESCRIPTION**

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

Provide support for individuals and small 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/Inclusion Manager.

Support children with social interaction and communication difficulties, helping them to develop their social skills.

Assist, under agreed school policies and 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 Headteacher, Inclusion Manager and class teachers.

Supervise children at playtime/ lunchtime 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.

Prepare and present displays of students' work.

Support class teachers in photocopying and other tasks in order to support teaching e.g. 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, Child Protection and Safeguarding and know who the Designated Leads for safeguarding are.

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

Promote and work within the Christian ethos and 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 postholder.

### **Key Attributes**

Flexible & can use own initiative

Good sense of humour

Effective communication skills

Well organised

Reliable & punctual

Good team player

Solution focused