

GRADE:	NJC Grade 4 (Point 5-6)
ACCOUNTABLE TO:	Assistant Head/Head of Centre/HLTA
RESPONSIBLE FOR	

MAIN PURPOSE

Assist in the educational and social development of pupils under the direction and guidance of teaching staff.

To provide support for pupils inside and outside of the classroom enabling them to fully participate.










Contribute to the development of a safe and stimulating learning environment.

KEY ACCOUNTABILITIES

1. To provide support for essential skills and social development using programmes designed by teaching staff
2. Encourage pupils to interact with others and engage in activities led by the teacher
3. Create and maintain an orderly and supportive environment
4. Provide clerical/admin support for Teaching and Learning, e.g. Data input, photocopying and filing
5. Prepare and maintain relevant resources and equipment
6. Establish productive working relationships with pupils, acting as a role model
7. Monitor and record pupils' responses to learning activities and feedback when required
8. Provide information and options to enable pupils to make choices about their own learning/behaviour/attendance
9. Challenge and motivate pupils to promote and reinforce self-esteem
10. Liaise with feeder schools and other relevant bodies to gather pupil information
11. Assist in the implementation of appropriate behaviour management strategies
12. Form positive relationships with parents/carers, supporting home to school and community links
13. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
14. Support attendance of pupils in centre/place of work in supporting phone calls, parent mail and other strategies for improving attendance



GENERAL

-  Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
-  Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
-  Contribute to the overall ethos/work/aims of the school
-  Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
-  Attend relevant meetings as required, thus contributing to the overall ethos/work/aims of the school
-  Participate in training and CPD, as required
-  Recognise own strengths and areas of expertise and use these to advise and support others
-  Implement planned supervision of pupils out of school hours
-  Supervise pupils on visits, trips and out of school activities as required



Signed: (Post holder) Date:

Signed: (Line Manager)Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.



PERSON SPECIFICATION

Qualifications and Knowledge

- ✦ A good standard of education across a range of subjects
- ✦ GCSE (or equivalent) pass at Grade C or above in English and Mathematics

Experience

- ✦ An interest in working with young people
- ✦ Experience of working with challenging and/or disaffected young people (desirable)
- ✦ Experience in a school environment (desirable)

Skills and Abilities

- ✦ Able to work as a member of a team
- ✦ Confident to work within a range of subject areas
- ✦ An ability to work with pupils, colleagues and parents with a high level of professionalism
- ✦ Committed to enabling pupils to improve literacy and numeracy levels
- ✦ Able to manage conflict and deal positively with challenging behaviour
- ✦ An ability to maintain focus in challenging circumstances
- ✦ Good organisational skills in order to arrange events/courses with limited guidance
- ✦ Good communication and interpersonal skills
- ✦ Ability to maintain confidentiality and deal with sensitive issues effectively
- ✦ Committed to further development of skills through CPD/training, etc.

Equalities

- ✦ To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy

Other Requirements

- ✦ Able to move between locations across West Sussex

