

<p>Reporting to:</p>	<p style="text-align: center;">Headteacher, Senior Leaders.</p> <p>To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.</p> <p>Learning support may also take place outside the main teaching area. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the schools strategic improvement plan and in consultation with the post holder.</p>
<p>Main Responsibilities:</p>	<ul style="list-style-type: none"> • To work under direct supervision/instruction to support access to learning by: • Working with individuals both 1:1 and in small groups as appropriate to support learning and development. • Using outcomes from learning to plan next steps and learning activities for pupils under the guidance of the teacher. • Attending to the welfare and personal care of pupils including those with special educational needs. • Undertaking general clerical/organisational support for the teacher.
<p>PROFESSIONAL DUTIES</p>	
<p>Support the Teacher:</p>	<ul style="list-style-type: none"> • Preparing the learning space as directed for learning in lessons and clearing afterwards. • Assisting with the display of pupils' learning. • Being aware of pupils' progress/achievements/welfare and reporting these to the teacher as agreed. • Undertaking pupil record keeping as requested. • Contributing to planning of learning and activities. • Working with the teacher in managing pupil behaviour and reporting difficulties as appropriate. • Gathering/reporting information from/to parents/carers as directed. • Understanding pupils' learning needs.
<p>Support the Pupils:</p>	<ul style="list-style-type: none"> • Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning. • Attending to the pupils personal needs, and implementing related personal

	<p>programmes, including social, health, physical, hygiene, first aid and welfare matters.</p> <ul style="list-style-type: none"> • Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs. • Promoting the inclusion and acceptance of all pupils. • Encouraging pupils to interact with others and to engage in activities led by the teacher. • Encouraging pupils to act independently and responsibly as appropriate.
Support Learning	<ul style="list-style-type: none"> • Supporting pupils to understand instructions and learning tasks. • Supporting pupils to develop skills and understanding in all areas of the curriculum. • Supporting pupils towards becoming independent learners. • Supporting pupils using IT as directed. • Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use.
Support the School:	<ul style="list-style-type: none"> • Understanding and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person. • Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop. • Contributing to the overall ethos and aims of the school. • Appreciating and supporting the role of other professionals, attending relevant meetings as required. • Participating in training and other learning activities and performance development as required. • Assisting with the supervision of pupils out of lesson times. • Accompanying teaching staff and pupils on visits, trips and out of school activities as required.

I have read the above job description and agree with the terms.

Name: _____ (PRINT)

Signed: _____ Date: _____