

Chief Executive Officer:  
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NPQH



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**Post:** Permanent Contract  
**Grade:** D2  
**Hours:** TBA hours per week, term time only  
**Responsible to:** Class Teacher / SENDCo / Headteacher

### Job Purpose

To support the class teacher in the teaching and welfare of the children to attain the targets set in their personal learning. There may be a requirement to work with children with EHCPs or additional educational needs throughout the Key Stages.

### Accountability

To provide teaching support under the guidance of the class teacher to children in all areas of the curriculum, individually or in small groups, children with statements and/or children with additional educational needs in order to aid teaching in the classroom.

To work with the class teacher and SENDCo to assist in drawing up and undertaking the delivery of the individual pupil learning programmes, either in withdrawal groups or within the classroom to ensure delivery of the individual's targets.

To assist the teacher with observation and monitoring of the progress of children, maintaining accurate records with the special needs provision in order to ensure documentation of all interventions with the children.

To prepare differentiated work/materials for pupils' use (under the direction of the teacher).

To promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth.

To assist the teacher where necessary with preparation (and cleaning away) of the classroom and materials to ensure effective and efficient teaching.

To participate in training and attend staff meetings where appropriate.

To supervise pupils in the schools premises according to agreed rotas.

To ensure the continued safety and wellbeing of children during breaks and lunchtimes in the dining areas, playgrounds and other parts of the school premises.

To manage the children's lunches by promoting good social skills, manners and cleanliness

To respect confidentiality at all times.



To hold regular liaison time with the class teacher/SENDCo and other support staff involved in the classroom.

To act in accordance with the equal opportunities policy, health and safety policy and confidentiality guidelines at all times.

To carry out such reasonable duties as the Headteacher may, from time to time, request.

### **Organisation**

The postholder is responsible to the class teacher on a daily basis.

The postholder has no direct supervisory responsibilities.

### **Financial Accountabilities**

The postholder has no direct financial responsibilities.

### **Working Environment**

The post will be school based primarily in classrooms, working areas or school grounds.

*This job description is subject to review by the Headteacher in consultation with the postholder as appropriate to the changing needs of the school.*

