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**Support Staff**

**Job Description**

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| **Grade:** | **Kent Range KR3**  *(38 weeks plus holiday entitlement)* |
| **Responsible to:** | **Line Manager** |

**Purpose of the Job:**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

**Key duties and responsibilities:**

1. Provide teaching support in small groups, larger groups (whole class situations) within class settings across the school and where necessary, be assigned to individual pupils.
2. To work alongside the class teacher to plan a timetable that is highly effective in supporting key children and groups within the class.
3. Assist in drawing up and undertaking the delivery of group/individual pupil learning programmes within the classroom, to ensure delivery of the group/individual targets. This may include helping with the development of differentiated materials for the pupil.
4. Assist the teacher where necessary with the preparation and clearing away of the classroom and materials, display and presentation of pupils work and contribute to maintaining a safe environment to ensure effective and efficient teaching.
5. Assist the teacher with observation and monitoring of the progress of all children; maintain accurate records within the additional educational needs provision in order to ensure documentation of all interventions with the children.
6. Support the school in implementing Workforce Reform.
7. Promote positive behaviour patterns, raise self-esteem and improve independent working and inclusion in all children to assist in their education and growth.
8. To assist/support in the social, emotional and physical well-being of the pupils where appropriate, reporting problems to the teacher, as appropriate.
9. Assist the teacher, and the school, to supervise Physical Education lessons, transition times, playtimes and lunch times, to ensure the continued safety of children as required.
10. To attend appropriate training courses and development activities as required by the Teachers and Senior Leaders.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the Members/Trustees.

**We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Post holder: ……………………………………………

Signed: ……………………………………………

Date: ……………………………………………

Reviewed: March 2022

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.