

JOB DESCRIPTION

JOB TITLE: Associate Teacher

RESPONSIBLE TO: Class Teacher, SENCO, Senior leadership and Headteacher

PURPOSE OF THE POST:

To work in partnership with class teachers to support learning in line with the EYFS, primary national curriculum, codes of practice and School policies and procedures.

MAIN ROLES AND RESPONSIBILITIES

Main Duties

- Establish positive relationships with pupils
- Support pupils with activities which develop English and Maths skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with School policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Monitor and record pupil activities as appropriate writing records and reports as required
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid
- Assist with the preparation, maintenance and control of stocks of materials and resources
- Act in accordance with the school's safeguarding procedures when reporting concerns
- Assist with the development and implementation of individualised programs, e.g. Education & Health Care Plan (EHCP)

	<ul style="list-style-type: none"> • Liaise with other staff and provide information about pupils as appropriate • Assist with the display and presentation of pupils' work • To supervise pupils and facilitate games and activities for limited and specified periods including break-times • Assist with escorting pupils on educational visit • Undertake lunchtime duties on a contracted regular basis • Supervise/lead class in planned learning activities in the absence of the teacher.
Wider Responsibilities	<ul style="list-style-type: none"> • Understand and apply School policies in relation to health, safety and welfare • Attend relevant training and take responsibility for own development • Attend relevant School meetings as required • Respect confidentiality at all times • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety and Safeguarding in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Postholder's signature: _____

Postholder's name: _____

Date: _____

PERSON SPECIFICATION

CRITERIA	QUALITIES
Experience	<ul style="list-style-type: none"> • Previous experience of working with children
Skills and knowledge	<ul style="list-style-type: none"> • Good influencing skills to encourage students to interact with others and be socially responsible • Excellent communication and interpersonal skills, both written and verbal • Numeracy and literacy skills • Basic IT skills • Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality
Personal Qualities	<ul style="list-style-type: none"> • Ability to relate to children and adults, understand their needs and respond accordingly • The ability to work well in a team and independently

Postholder's signature: _____

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