



SUPPORT STAFF JOB DESCRIPTION

Practitioner Role

Queenborough School & Nursery

Post: Teaching Assistant: Inclusion Practitioner- Learning/Early Years

Salary: EKC 3

Responsible To: SLT/ Headteacher

Summary of Post: To work as part of a professional team to support the teaching, learning and personal development of children; specifically helping children overcome barriers, such as those with learning or behavioural challenges, social, communication or disabilities.

Tier of role: Practitioner

Key descriptor: Practitioner

Scope of role: Provides specific services and support, performing a range of tasks using a combination of skills.

Autonomy: Some discretion to deliver instructions given and routines followed to standard, solving basic problems as required.

Knowledge of role: Role-specific knowledge is required.

Skills – Technical & Practical: Combination of skills relevant to the role.

Qualifications/Experience: Level 2 English and Maths required.

Supervision of others: No line management (some supervision may be required)

Management by others: Close supervision with guidance.

Key Responsibilities:

1. Assist with the implementation of planned learning activities/teaching programmes, adjusting activities according to children's responses as appropriate.
2. Assist with children's personal needs, hygiene, pastoral care, safeguarding and welfare;

reporting and sharing key information as required.

3. Participate in planning and evaluation of learning or pastoral activities, providing feedback on pupil progress and behaviour.
4. Provide feedback to children in relation to attainment and progress.
5. Support learning by arranging/providing resources for lessons/activities.
6. Understand and support independent learning and inclusion of all children as required.

Specific Duties:

1. Support and supervise children during unstructured times such as lunchtime and break time, including adhering to safer eating policies.
2. Support the smooth running of a base classroom/ setting as well as working across the school as required to meet the needs of learners as identified by leaders.
3. Deliver small group interventions as directed by teaching staff.
4. Take responsibility for aspects of provision maps, empowering children to work towards the termly targets.
5. In the short-term or unexpected absence of a teacher (no more than one day), supervise a class and administer tasks set by a teacher with the support of another Inclusion Practitioner or Inclusion Assistant.

General Duties and Responsibilities:

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting children and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development program and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.
5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety and data protection and all staffing policies.
6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.
8. To undertake any other duties commensurate with tier as may be reasonably requested.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

Line manager's

signature: _____

Date: _____

Postholder's signature: _____

Date: _____