

PARKSIDE COMMUNITY PRIMARY SCHOOL

JOB DESCRIPTION

Purpose of Job:

To support the class teacher in the teaching and welfare of children to ensure they attain the targets set.

Principal Accountabilities:

Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment, resources and materials are set out on time and as per instructions received and used safely to enable pupils to meet their learning targets.

Assist the class teacher with learning activities ensuring health and safety and good behaviour of pupils. Support the pupils in accessing learning activities as directed by the class teacher to enable pupils' to progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.

Provide and undertake basic recording keeping in respect of pupil learning i.e. behaviour management, child protection, intervention assessment etc. as directed in order to support the teacher to deliver the specific learning programmes for all children.

Provide First Aid assistance when required.

Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.

Contribute to the overall work/aims/values of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.

Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.

General

- Present the school in a positive way in the Community
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing
- Support the aims, ethos and values of the school, showing respect for self, each other and the environment.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned by the Line Manager/Headteacher.
- Undertake training opportunities to secure own working knowledge of new initiatives and practice.

- Secure confidential data at the end of the working day.
- Ensure confidentiality at all times.
- To take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of school policies.

The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Performance Review Process.

