

## ACCOUNTABILITIES AND TASKS

### **Policy: Under supervision/guidance use and implement, all school policies and procedures.**

- Keep up to date with the content of all school policy relevant to the role and participate in review formulation (as appropriate).
- Be discreet and supportive in all areas of school policy and recognise the need for the confidentiality of pupils and colleagues.
- Ensure effective time management in order to meet responsibilities.

### **Management of Pupils: Work within classes, with groups and individual pupils.**

- Work with pupils from any class and age group in the Early Years Foundation Stage and Key Stage 1 as directed by the Headteacher.
- Establish and maintain a positive regard towards pupils and remain calm and consistent in approach.
- Contribute to the management of pupil behaviour by providing a positive role model for the standards of behaviour expected of pupils and adults within the school in line with the school Behaviour Policy, responding promptly in line with your role and level of responsibility.
- Raise pupil self-esteem.
- Manage pupil behaviour taking into account the personal, social and emotional needs of pupils under the guidance of the class teacher/SENCO.
- Manage specific intervention programmes for pupils with severe learning and/or emotional/social /behavioural problems, taking into account the needs of pupils under the direction of the class teacher/SENCO
- Provide support for other adults in the manual handling and/or physical restraint of pupils to ensure pupils' well-being and health and safety is maintained.
- Supervise, interact with, engage and interest children in a range of outdoor activities.
- Monitor and take care to allocate attention in a way that balances the needs of individuals and the group as a whole.

### **Management of People: Work collaboratively with colleagues, external agencies and other adults as appropriate.**

- Interact with other adults in ways which provide a positive and consistent example of effective working relationships.
- Work as a flexible member of a team, planning co-operatively, sharing information, ideas and expertise.
- Help to develop a team approach where individuals' efforts are valued.
- Consult with and support other colleagues as appropriate.
- Maintain good relationships with parents, as appropriate, to promote pupils' learning and development.
- Liaise with external agencies in order to deliver high quality programmes (as appropriate).
- Attend Speech and Language Clinic sessions as appropriate under the direction of the SENCO

### **Management of Teaching and Learning: to provide for quality learning experiences for all children.**

- Have a working knowledge of the relevant statutory requirements for the age range being taught (e.g. Early Years Foundation Stage Curriculum, Key Stage 1 National Curriculum etc).
- Assist in preparing and maintaining the learning environment for all pupils.
- Have a working knowledge of possible SEND that may be affecting a pupils academic progress including Speech and Language and Social Communication difficulties
- Undertake pupil observations, and assessment and feedback under the direction of the class teacher/SENCO.
- Support pupils during learning using resources as appropriate for the learning objective and the pupils' development levels.
- Work on a 1:1 basis with pupils as required using specialised behaviour, physical, social, emotional, speech and language and/or academic programmes.
- Become familiar with class/school routines and procedures, teaching methods used and the

standard of work expected for each individual.

- Lead individual or small group sessions in an identified learning activity.
- Play, interact and verbalise with children to improve their language, behaviour and social skills.
- To attend home visits, new parents and curriculum meetings as required.

**Management of Physical Resources: Develop, monitor and maintain physical resources in the classroom and school.**

- Organise and maintain a stimulating working environment appropriate for the range of learning opportunities taking place.
- Teach pupils to take responsibility for resources and the environment.
- Ensure that resources are organised and maintained as appropriate (e.g. prepare activities, make games, identify damaged resources, clean and put away).
- Ensure all resources are returned safely and correctly to their storage locations.
- Support the use of ICT in the classroom, operating equipment safely and correctly.

**Management of Pupil Welfare and Well-being: Support the class teacher in ensuring the highest quality well being and care of all pupils.**

- Be aware of and comply with policies relating to Safe Guarding pupils (e.g. Health and Safety, Child Protection, Data Protection (GDPR) etc. reporting all concerns to a Designated Safeguarding Lead.
- Be aware of and support differences to ensure all pupils are included and have equal access to opportunities to learn and develop.
- Tend to hygiene and personal care needs of pupils as appropriate e.g. hygiene, toilet training and First Aid.
- Administer First Aid as required.
- Support pupils in respecting their own and others needs relating to health and hygiene matters.

**Administration: Ensure that administrative requirements are fulfilled.**

- Provide administration support (e.g. photocopying, display, filing etc.) and basic record keeping in respect of pupil learning, behaviour and welfare.
- Provide accurate records of pupil attainment and progress.
- Maintain record keeping systems.

**Personal Development: Take responsibility for ones own professional development in line with school policy and the School Plan.**

- Participate in the Performance Management (Appraisal) process.
- Make good use of development opportunities available to enhance pupil learning, attending training as directed by the SENCO/Headteacher
- Attend relevant meetings required to ensure own continuing professional development.
- Show a commitment to continued professional development by seeking a variety of learning opportunities.
- Ensure experience of working with pupils across the age range within the school.

