



**Grade: APLB**  
**Responsible to: SENCo**

*Main Duties and Responsibilities*

- To work with the Headteacher in creating, inspiring and embodying the Christian ethos and Culture of this church school, securing its Vision and ensuring an environment for teaching and learning that empowers pupils to achieve their highest potential
- To assist the class teacher in a range of duties to support one specific child in receipt of High Needs Funding, to ensure the pupil makes progress on targeted areas.
- To assist in the development of the child's learning and provision of their care under the guidance of teaching staff/senior colleagues
- Follow the school's Behaviour Policy and any individual Behaviour Plans
- Attend reviews and meetings regarding named pupil and provide feedback on progress and outcomes
- Assist pupil in the use of resources, including IT
- Maintain pupil's interests and motivation
- Assist pupils, on an occasional basis, with personal hygiene routines including toilet training, changing of incontinent/sick children, dressing and undressing.
- Support individuals and groups with work assigned by the teacher in raising core skills
- To be aware of pupil's individuality, achievements and progress and report or record as agreed with the class teacher
- Establish a constructive relationship with pupils and interact with them according to individual needs
- Provide feedback to pupils and parents in relation to progress and achievement under the guidance of the teacher
- Provide support for learning activities by making a contribution to supporting the teacher in the planning and evaluation of learning activities
- Make a contribution to organising safe and secure learning environments in which children have the opportunity to interact and explore
- Contribute information to pupil records (e.g. assessment information)
- Build effective partnerships with parents
- Monitor pupil's responses to learning activities and record achievement/progress as directed
- Participate in training and other learning activities and performance development as required
- Supervise and support named pupils during break times and lunch times
- Support named pupils on any off-site activity including trips
- Adhere to school policies and any school specific procedures/rules that apply to this role

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Deputy Headteacher or Headteacher.

## *Person Specification*

|                                     | Essential  | Desirable  |
|-------------------------------------|--|--|
| Qualifications                      | <ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Experience of working in a school environment</li> <li>• Good numeracy, literacy and communication skills</li> </ul>   | <ul style="list-style-type: none"> <li>• Hold child care qualification NVQ L2 or equivalent</li> <li>• GCSE Grades A-C in both English and Maths</li> <li>• First Aid Certificate</li> <li>• Training in the relevant learning strategies</li> </ul> |
| Knowledge and Key Skills            | <ul style="list-style-type: none"> <li>• Have a working knowledge of child development</li> <li>• Be able to effectively support and assist children to develop their self-esteem and confidence</li> <li>• Be able to communicate effectively with a wide range of people</li> <li>• Be able to use ICT effectively to support learning and maintain up-to-date planning and records of achievement</li> <li>• Have a general understanding of the national curriculum and other basic learning strategies</li> <li>• Be organised and efficient with paperwork and filing</li> <li>• Be able to self-evaluate learning needs and actively seek appropriate learning opportunities</li> </ul> |  |
| Professional and personal qualities | <ul style="list-style-type: none"> <li>• Have an ability to relate well to both children and adults</li> <li>• Be committed to working constructively as part of a team, understanding classroom roles and responsibilities</li> <li>• Be in sympathy with the Christian ethos of the school</li> <li>• Display enthusiasm, patience and flexibility in the post</li> <li>• Be committed to the implementation of the school's equal opportunities policy</li> <li>• Be willing to undertake additional training/staff development as appropriate</li> <li>• Have an ability to reflect on your own professional development</li> </ul>  |  |

