



JOB DESCRIPTION

Job Title: Teaching/Curriculum Support Assistant Grade 2
Grade: Minimum Grade 2 (SCP 15- 17) £17,072-£17,772
Hours : 37 FTE (Term Time Only)
Job Location: South Hylton Primary Academy
Directorate: Laidlaw School Trust
Responsible to: The Headteacher
Pension Scheme: Local Government Pension Scheme

Purpose of Job:

- To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

Principal Responsibilities

- Providing support for pupils, teachers and the whole school as outlined below.

Main Duties

Support for the Teacher

- Overseeing the care and cleanliness of the teaching environment, equipment, apparatus and materials.
- Assisting in the preparation of display materials and the copying and duplication of teaching materials.
- Raising awareness to teaching staff of the strengths and problems of individual pupils.
- Assisting teaching staff in the monitoring, recording and evaluation of pupils' progress, including providing feedback on observations undertaken.
- Assisting in the assessment of individual pupils.

- Liaising with the SENDCo and teaching staff, to identify the needs of the pupils.
- Assisting in the preparation and review of Support Plans including co-ordinating relevant information for Support Plans.
- Setting up and using equipment as required to maintain pupils' needs and support their participation in learning tasks and activities.
- Providing support to teachers in developing effective approaches to manage behaviour and discipline problems.
- Raising the awareness of school staff to pressures on pupils which may result in behavioural problems.
- Assisting in the setting of behaviour targets.
- Assisting in compiling and maintaining pupils' records.
- Assisting in the review of the EHC Plans.
- Carrying out appropriate schemes of work and programmes set by the teaching staff for pupils and to assist in the preparation of learning materials for this purpose.
- Managing the planning and programming of specific educational activities for the pupils.
- Assisting with daily English and Mathematics lessons.
- Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.

Support for the Pupil

- Using specialist knowledge to support pupils.
- Working with pupils on individual targets set by a member of the teaching staff.
- Supporting all pupils included in a mainstream setting, support base, home base, special school, or any other learning environment as appropriate.
- Supporting the reintegration of pupils in mainstream schools to access the curriculum either on an individual basis or as a member of a small group.
- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the school base and in the local community.
- Under the direction of teaching staff or senior colleagues, working independently with individual pupils or groups of pupils if this is necessary.
- Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff.
- Applying considerable knowledge and understanding of the curriculum, age range, or SEN as determined by the SEN Code of Practice or the particular needs of the school pupils.

Support for the School

- Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with pupils.
- Liaising with educational and health specialists, and outside agencies as required.
- Assisting the school in promoting, developing and enhancing the five strands of Every Child Matters.
- Contributing to the whole School's Self Evaluation process.

General Requirements

- Attending and participating in training and development activities as required.
- Participating in schemes of assessment, professional development and review.
- Assisting teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.

- Building and maintaining successful relationships with pupils, parents/carers and staff.

Specific Duties

1. To work to flexible working hours, allowing for the cover for extended provision.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

For more information about Laidlaw Schools Trust, go to www.laidlaw-school-trust.com. Laidlaw Schools Trust (LST) is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people; it expects all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS check.

The post holder must carry out their duties with full regard to Laidlaw Schools Trust Equal Opportunities Policy, Code of Conduct and all other South Hylton Primary Academy and Laidlaw School Trust.

The post holder must comply with the Laidlaw Schools Trust Health and Safety rules and regulations and with Health and Safety legislation.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Laidlaw Schools Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Laidlaw School Trust records and information.

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