

JOB DESCRIPTION

Position:	Educational Support Assistant
Department:	Carlinghow Academy
Pay Range:	Grade 5 (Kirklees)
Hours of Work:	30 hours per week
Responsible to:	Teacher/Head of School

Prime objectives of the post

To work under supervision, direction and guidance of the Teaching/Senior Staff. Assisting the Teacher in the overall delivery of the curriculum and undertake work/care/support programmes to enable access to learning for all pupils and in the management of pupils in the classroom.

Work may be carried out in the classroom or outside the main teaching area.

Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

Main Duties & Responsibilities

1. Teaching Support

- 1.1 To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
- 1.2 To work under the direction of the Class Teacher ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- 1.3 Under the guidance of the Teacher, supervise activities and assist with the general management and control of pupils in school.
- 1.4 Under the direction of the Teacher provide one to one support to pupils or working with small groups of pupils on pre-planned activities, to reinforce the Teacher's approach.
- 1.5 To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- 1.6 To provide basic clerical duties where required e.g. photocopying, filing etc.
- 1.7 Under the guidance of the Teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.

- 1.8 Under the guidance of the Teacher, work with individuals or groups of pupils in accessing school library and in the use of ICT and other relevant resources to support learning.
- 1.9 To participate in and assist in supervision of educational visits, in conjunction with the Teacher/Line Manager.
- 1.10 As directed by the Teacher to promote good pupil behaviour, dealing promptly with conduct and incidents in line with established policy and encourage pupils to take responsibility of their own behaviour.
- 1.11 To undertake relevant training and development as required from time to time by the Head of School or Trust and be involved in ongoing development reviews of skills and competencies.

2. Pupil Support

- 2.1 To provide support and guidance under the direction of the Teacher on a one to one basis or to teams of pupils in their core skills and curriculum needs as per school policies/practices.
- 2.2 To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- 2.3 To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.
- 2.4 As required to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Head of School.
- 2.5 As required, to deal with the personal care and comfort and necessary minor medical treatments of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).
- 2.6 To contribute to plans, reviews and evaluations of pupils by monitoring and recording pupils' progress and attendance at meetings as required.
- 2.7 To provide lunchtime cover as required.

3. Curriculum Activities

- 3.1 Under the direction of the Teacher, assist in the structured and agreed learning activities/teaching programmes.
- 3.2 To contribute in the presentation of pupils' work and maintenance of display areas.
- 3.3 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 3.4 To attend and contribute to duty related meetings as required.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults.

General

- The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To uphold the Nolan Principles of public life.
- To take part in any CPD activities appropriate to the role
- Attend school events as required
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the Head of School.