

The Newcastle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job purpose: Assist teachers to support teaching and learning activities for classes.

Responsible to: Head of Support for Learning Junior School

Principal responsibilities:

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- To support and be involved in the ongoing development of the school in all areas and aspects.
- To establish good relationships with pupils and their families.
- To provide a warm, caring and stimulating environment for the pupils.
- To support the class teacher to plan learning activities both inside and outside of the classroom.
- To work effectively in a team giving support to colleagues.
- To complete records and be able to contribute to an online learning journal.
- Support teachers in managing the behaviour of pupils.
- To help in the general supervision of the pupils both inside and outside of the classroom.
- To encourage the acquisition and development of speech and language by all pupils.
- To assist pupils who need extra support to complete tasks individually and in groups.
- To read to pupils and to listen to them read individually and as part of a group.

General Responsibilities:

- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.

- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision of groups or individual pupils.
- Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
- Provide support to pupils where English is not their first language.
- Provide specialist support to able pupils.
- Implement Individual Development Plans for pupils and contribute to, reviews.
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
- Provide pastoral care to pupils.
- Invigilate tests and entrance assessment tests.
- Be responsible for the presentation of displays.
- Promote good progress and outcomes by pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Adapt support to respond to the strengths and needs of all pupils.
- Make accurate and productive use of assessment that is shared with colleagues as appropriate.
- Manage behaviour effectively to ensure a good and safe learning environment.
- Fulfil wider professional responsibilities.
- To carry out supervision during breaks, lunch times and co-curricular programmes as required.
- To ensure that school policies are reflected in daily practice.
- Maintain confidentiality at all times, where appropriate.

- Recognises health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy.
- Administer first aid where required.

Safeguarding Responsibilities:

- This role amounts to regulated activity.

You may also be required to undertake such other comparable duties as the Head or Head of Juniors requires from time to time.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

	Essential	Desirable	Method of assessment
Qualifications	• Level 3 Teaching Assistant Qualification • EYFS appropriate qualification	• Experience of working in an early years setting.	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	• Experience of supporting children in the relevant age groups.	• Experience of independent education. • Experience of adding to an online learning journal in the early years.	Contents of the application form Interview Professional references

Skills	• Ability to recognise pupils' needs and problems, to be able to help in the development of literacy and numeracy skills. • Ability to organise classroom activities/work as part of a team. • Ability to communicate with a variety of people. • Positive attitude to change. • Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations. • Ability to work on own initiative and motivate others • Ability to form caring and positive relationships with children and adults • Must be flexible with effective time management skills. • Have a creative approach to problem solving and use this to inspire and motivate pupils. • Good organisational skills and ability to prioritise tasks, set tasks and monitor effectiveness. • A good team player. • Reliable & Punctual.	• To be able to lead a group to develop learning.	Contents of the application form Interview Professional references
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Knowledge	• Have a clear understanding of what constitutes quality education and care including having a thorough knowledge of child development from EYFS through to Key Stage Two. • An understanding of how children learn. • Ability to use ICT throughout the curriculum. • Willingness to reflect on own performance. • Thorough knowledge and understanding of safeguarding children.		Contents of the application form Interview Professional references
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Personal competencies, qualities, attitude and behaviours	• motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • positive attitude to use of authority and maintaining discipline • Passionate about Primary education. • A positive approach, encouraging pride in all aspects of school life. • A commitment to learning about learning. • A commitment to developing independence and creativity. • Commitment to own professional development. • Commitment to effective practice within an inclusive environment. • Prepared to undertake training relevant to the post. • Ability to develop positive relationships with staff, parents and outside agencies. • Commitment to all aspects of equal opportunities in principle and in practice.		Contents of the application form Interview Professional references
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