



**Together we grow, Together we achieve**

### **Job Description**

**Responsible to:** Headteacher, SENCo and Class Teacher

#### **Purpose of the Job**

To work with and support the class teacher with the education, care and development of children in the school and to be a positive and proactive member of the staff team.

<b>Job Profile</b>	<b>What this looks like at Pippins School</b>
<b>Supporting Teaching and Learning</b>	
<ul style="list-style-type: none"> <li>✓ Develops and uses knowledge and skills to contribute to pupil learning.</li> <li>✓ Prepares and develops programmes of work for individuals/groups of pupils and prepares resources to support a range of learning activities.</li> <li>✓ Delivers structured learning sessions.</li> <li>✓ Works with groups of pupils or individual pupils to enable learning.</li> <li>✓ Reports on and discusses pupil progress with the teacher.</li> <li>✓ Contributes to curriculum and classroom planning – informally and at meetings.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Assist the teacher as required verbally or in written form (on planning, notes) to support groups of or individual pupils with their learning.</li> <li>✓ Listen to and support children with learning to read, including group teaching of phonics.</li> <li>✓ Through discussions on pupils' learning suggest, if appropriate, what might be suitable for those children in their next steps, especially if you have been working with a particular group.</li> <li>✓ Share ideas, expertise and experience for all areas of learning.</li> <li>✓ Keep written notes to feedback to the teacher for assessment purposes.</li> <li>✓ Communicate effectively with pupils and staff.</li> <li>✓ Motivate pupils with their learning.</li> </ul>
<b>General Duties</b>	
<ul style="list-style-type: none"> <li>✓ Organises and maintains the learning environment and takes responsibility for aspects of class organisation, administration and display.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use initiative and follow requests from the class teacher to help keep the classroom tidy and clean, e.g. ensuring drawer labels are in place, fixing damaging displays, clean fruit bowls and water bottle boxes etc., ensure children's equipment is organised and accessible.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Monitors stationery and supplies.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ensure that the children and teacher have the items they require to carry out their roles effectively, e.g. cello tape, pens for the register, paper in the printer, children's reading records, workbooks and notifies appropriate staff when these are running low.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Organises and accompanies pupils on off-site activities in accordance.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Attend any off-site visits, be these local walks or trips and visits to places further afield.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Works as part of a team to ensure the wellbeing, behaviour and personal development of pupils enhances their learning opportunities and life skills.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be a pro-active and supportive member of the team and act as a good role model for pupils, staff and other members of the school community as per the Staff Code of Conduct.</li> <li>✓ Support school policy through assistance with behaviour management and safeguarding of pupils.</li> <li>✓ Undertake playground and staffroom duties on rota.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Maintains confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Adhere to the school's Confidentiality and Whistle Blowing Policies.</li> <li>✓ Respect the confidence of staff and pupils and refer parental enquiries to the class teacher</li> </ul>

✓ Understands and assists in interpretation of school policies.	✓ Be aware of school policies, which are available for all staff, sign the policy receipt and follow school policies at all times. ✓ Provide feedback when policies are being reviewed and ensure new / reviewed policies are read and adhered to.
✓ Awareness of safeguarding protocol.	✓ Know what to do if you have any concerns about the welfare of a child. ✓ Refer to the school's Safeguarding and Child Protection Policy. ✓ Liaise with other agencies when required and to contribute to reports submitted as necessary.
<b>Pupil Care</b>	
✓ Assists with changing and personal care.	✓ If a child should have a personal accident, e.g. vomit, urine, faeces, help as appropriate with cleaning or find a nominated person who can and assist by being the second person and liaising with the school office etc. ✓ Do not leave the child until the task has been completed. ✓ Encourage independence, self-help skills and good standards of personal hygiene in the children through social training and example. ✓ Offer care and attention to children when they are unwell and ensure their care is dealt with appropriately. ✓ Offer comfort and support to children who are distressed or unsettled; take time to understand their concerns and reassure them. ✓ Undertake training for First Aid and to retrain every three years or as required.

### **Equal Opportunities**

Pippins School positively welcomes, supports and aims to support the growing diversity of the whole community we serve and the people we employ.

We will not discriminate on the grounds of gender, colour, race, ability, disability, religion, gender, ethnic or cultural origins.

All staff are positively encouraged to undertake training as part of their professional development.