

Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs

Promote the inclusion and acceptance of all pupils

Encourage pupils to act independently as appropriate

To occasionally supervise whole classes as require

To provide a happy, stimulating, safe, and secure environment where all children are encouraged to meet their potential and where their physical, emotional, and intellectual needs are met

Support for the Class Teacher:

To work in accordance with the requirements of the teacher and in accordance with all policies and procedures and regulatory bodies

To contribute to the planning of the activities within the setting in line with the requirements of the setting and/or the national curriculum

To implement all required activities to meet children's needs and to provide development opportunities

Under the direction of the teacher prepare the classroom for lessons and clear afterwards, as appropriate

To keep accurate developmental records and carry out daily observations of the children

Undertake pupil record keeping and updating learning journals, information and data, producing reports as required

Assist in the development and implementation of behaviour management strategies

Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher

Monitor pupils' responses to learning activities and accurately record achievement/developments as directed.

To contribute to statutory reviews of a pupil's Educational Health Care Plan (EHCP).

To create/develop resources to support pupils of all abilities

To work with specialists and outside organisations to enhance learning opportunities for individual pupils.

Support for the Curriculum:

Undertake structured and agreed learning activities/programmes, including those linked to local and national learning strategies.

Adjusting activities according to pupil responses and recording achievement and progress and providing feedback to the teacher

Support the use of ICT in learning activities and develop pupils' competence and independence in its use

Assist in the whole planning cycle, including the contribution to the development of lesson/work plans and managing and preparing resources

To effectively deliver learning opportunities ensuring that the individual needs and interest of children in the setting is met (in conjunction with other team members)

Supporting the School:

Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff

Assist in maintaining high standards of health and safety at all times

To report accidents and to complete risk assessments in line with policies

To maintain the cleanliness and maintenance of the classroom and outdoor learning areas and the equipment to always conform to Health and Safety requirements

Maintain good relationships with colleagues and work together as a team

Assist in the supervision of classroom and outdoor activities

Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present

Contribute to the overall ethos/work/aims of the school

To maintain the confidentiality of children within your care

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

To ensure that all children are always treated fairly and consistently in line with the Equal Opportunities Policies

To attend regular in-service training outside of working hours

To always ensure the security and safety of other staff and children

To be alert to issues of safeguarding children and child protection, ensuring that the welfare and safety of children attending the school is promoted and safeguarded and to report any child safety/protection concerns to the Designated Person/SLT immediately using current safeguarding policies, procedures, and practice

Any other tasks as directed by the Head of Primary Phase which are consistent with the aims of the post.