**JOB DESCRIPTION**

**Marton Primary Academy and Nursery**

**Reporting to: Class Teacher and the Head of School**

**Core Purpose**

Under the guidance of the class teacher, provide support to address the educational, emotional, behavioural and social needs of pupils who require particular help to overcome barriers to learning.

**Key Responsibilities**

**Support for pupils**

1. To work with groups of children under the supervision of the class teacher.
2. Provide pastoral support to pupils.
3. Attend to pupils’ personal needs, including minor first aid and provide advice to assist in their pastoral, social, health, hygiene development and welfare matters.

1. Participate in the comprehensive assessment of pupils to determine specific next steps for the pupils.
2. Establish productive working relationships with pupils, being a role model by presenting a positive personal image and responding appropriately to individual needs.
3. To form close working relationships with the pupils’ parents and communicate effectively and professionally with them at all times.
4. To assist with the intimate care of pupils if required, following our academy policy.

**Support for Teachers**

1. To assist the teacher to ensure a safe classroom and outdoor learning environment, checking materials and personal equipment for defects and implement risk assessments carried out by the teacher according to academy guidelines. This will include cleaning equipment used by pupils and ensuring its accessibility.
2. Under the direction of the teacher, prepare classrooms for lessons, including display and also to clear afterwards, as appropriate.
3. Support pupils’ access to learning using appropriate strategies and resources.
4. Work with the teacher in planning, evaluating and adjusting learning activities as appropriate.
5. Monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
6. Be responsible for keeping and updating records.
7. 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.
8. Supervise pupils on educational visits and out of school activities.
9. Assist in maintaining high standards of health and safety at all times.
10. Maintain good relationships with colleagues and work together as a team.
11. Assist in the supervision of classroom and outdoor activities
12. Assist the children at lunchtime.

**Support for our Academy**

1. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
2. Contribute to the overall ethos/work/aims of the academy.
3. Always be a positive Ambassador of Marton Primary Academy and Nursery.
4. Attend and participate in regular meetings.
5. Participate in training and other learning activities as required.
6. Recognise own strengths and areas of expertise and use of these to advise and support others.

## Other

## We will always consider a flexible approach to working –just ask at interview

## You will be expected to carry out any other reasonable duties requested by the Head of School or the Leader of the Specialist Provision.

* You will be expected to attend relevant meetings as required, acting as a role model consistently promoting the Trust’s vision, values and commitments.

## You will be expected to act as an ambassador ensuring that the Trust’s high standards are promoted at all times.

* You will be expected to have a commitment to maintaining confidentiality and discretion inside and outside work.