**Job Description**

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| **Job Purpose** |
| To work under the instruction/guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. The primary focus will be to maintain good order and to keep pupils on task. |
| **Major Tasks** |
| * Supporting teachers to ensure that students are supervised whilst undertaking prepared or self-directed learning activities * Ensuring the pupils are managed and well behaved * Dealing with any immediate problems/emergencies according to the school’s policies/procedures * Collecting completed work after lessons and completing directed assessment tasks designed to move learning on |
| **Contacts & Relationships** |
| * Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities * Use specialist (curricular/learning) skills/training/experience to support pupils * Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes * Establish productive working relationships with pupils, acting as a role model and setting high expectations * Promote the inclusion, acceptance and welfare of all pupils * Encourage pupils to interact with others and engage all pupils in activities * Set challenging and demanding expectations and promote self-esteem and independence * Provide feedback to pupils in relation to progress and achievement under guidance of the teacher * Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour * Establish constructive relationships with parents/carers * Appreciate and support the role of other professionals * Attend and participate in relevant meetings as required * Participate in training and other learning activities and performance development as required * Recognise own strengths and areas of expertise and use them to advise and support others |
| **Creativity** |
| * Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work * Use strategies, in liaison with the teacher, to support pupils to achieve learning goals * Assist with the planning of learning activities * Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed * Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc. * Administer routine tests and invigilate exams and undertake routine marking of pupils’ work * Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc. |
| **Decisions** |
| * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of the school |
| **Management & Supervision** |
| * No Management or Supervisory responsibilities |
| **Supervision Received** |
| * Post holder will be directed according to the needs of the school by the Senior Management team |
| **Complexity** |
| * The role is intended to support teachers and supervise classes, maintain good behaviour during periods of pre-prepared or self-directed learning activities |
| **Resources** |
| * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person |
| **Impact** |
| * The role provides support to teachers and works closely with pupils, supervising them during staff absences and monitoring and evaluating pupils |
| **Physical Demands** |
| * The level of physical demands would be that expected of a typical classroom based job such as carrying files, preparing classrooms for learning. There may be occasional demand for more than this however, this would not be a typical or significant part of the job. |
| **Working Environment** |
| * In the main this post works in the environmental equivalent to working in a classroom in terms of heat, ventilation and lighting. There may be occasional exposure to conditions such as would be found outside. |
| **Emotional Context** |
| * The emotional strain or distress this role is expected to face would be limited however, there may be times when the post has contact with information that may be upsetting. However, this would be incidental and it would not be a formal part of the job to deal with this information. |
| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Excellent numeracy/literacy skills * NVQ 2 for Teaching Assistants or equivalent qualifications or experience * Training in the relevant strategies e.g. literacy, numeracy * First Aid training/training as appropriate |
| **Experience** | * Working with or caring for children of relevant age |
| **Knowledge** | * Understanding of relevant policies/codes of practice and awareness of relevant legislation * General understanding of national/foundation stage curriculum and other basic learning programmes/strategies * Understanding of child development and learning processes |
| **Skills** | * Effective use of ICT to support learning * Use of other equipment technology – video, photocopier * Ability to self-evaluate learning needs and actively seek learning opportunities * Ability to relate well to children and adults * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |
| **Personal style & behaviours** | Be adaptable and flexible, as duties may change due to staffing requirements;  Be an enquiring, independent thinker;  Be approachable, honest, reliable and resilient;  Take responsibility and accountability. |

This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure | X |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity | X |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>