

		Brierley Forest Primary & Nursery School
School: Brierley Forest Primary School	Post Ref Add Ref Profile Learning Support 4a PRI	
<p>...ing/senior staff and within an agreed system of supervision, to ...es with individuals/groups, in or out of the classroom. This could ... specialist knowledge in particular areas and will involve assisting ...ycle and the management/preparation of resources. The primary ...r and to keep pupils on task.</p>		

...arning) skills/training/experience to support pupils
...ent and implementation of Individual Education/Behaviour Plans
...ing relationships with pupils
...acceptance of all pupils
...ly whilst recognising and responding to their individual needs
...ct and work cooperatively with others and engage all pupils in activities
...d employ strategies to recognise and reward achievement of self reliance
...in relation to progress and achievement
...anding expectations and promote self-esteem and independence
...needs and provide advice to assist in their social, health and hygiene development
...ils with special needs including specialist support
...establish an appropriate learning environment
...esson planning, evaluating and adjusting lessons/work plans as appropriate
...pils' responses to learning activities through observation and planned recording of achievement
...ing objectives
...rate feedback and reports as required, to the teacher on pupil achievement, progress and other
...ibility of appropriate evidence.
...g and updating records as agreed with the teacher, contributing to the review of systems/records as

19. Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings
20. Administering and assessing routine tests and invigilate exams/tests
21. Undertaking home visits as required
22. Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
23. Assisting in the development and implementation of appropriate behaviour management strategies
24. Facilitating smooth transition between educational phases
25. Providing general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities and lesson plans for individual children and small groups etc
26. Supporting pupils in their learning in all areas of the curriculum
27. Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses
28. Implementing local and national learning strategies e.g. literacy, numeracy, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills
29. Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
30. Helping pupils to access learning activities through specialist support
31. Determining the need for, preparing and maintaining general and specialist equipment and resources
32. Providing appropriate guidance and support in the training and development of staff as appropriate
33. Delivering and/or contributing to out of school learning activities within guidelines established by the school and within established working hours
34. Providing cover for the provision of PPA time for teaching staff, plus short term cover for absence for other staff
35. Supervising pupils on visits, trips and out of school activities as required
36. Supporting Teaching Assistant students in school settings

General Responsibilities

37. Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
38. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
39. Contribute to the overall ethos/work/aims of the school
40. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
41. Attend and participate in regular meetings
42. Participate in training and other learning activities as required
43. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
44. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

- 45. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- 46. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- 47. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Note: It is expected that duties will be undertaken within contracted hours unless by agreement

Person Specification	
<p>Education and Knowledge</p> <p>Good literacy and numeracy skills gained from general education to GCSE 'O' level/ Adult Literacy and Numeracy level 2/NVQ level 3 for Teaching Assistants or equivalent qualification and experience together with a working knowledge of national curriculum, early years curriculum and other relevant learning programmes/strategies.</p>	<p>Personal skills and general competencies</p> <p>Committed to safeguarding and promoting the welfare of Children (E)</p> <p>Excellent inter-personal/persuasive skills (E)</p> <p>An ability to conduct a conversation tailored to the needs of individual pupils, and answer questions for an extended period of time where necessary (E)</p> <p>Highly organised (E)</p> <p>Able to work in a team and use own initiative (E)</p>

***Flexible, supportive and positive attitude
(E)***

***Patient and calm manner
(E)***