

Line Manager: Primary Assistant Headteacher (SENDCO/Inclusion)

Job purpose

To enable primary pupils to access support and learning by supervising and assisting across a wide range of activities and supported learning activities. To promote the development of the physical and mental well-being of pupils as directed by a teacher.

The list of accountabilities and duties in this job description should not be regarded as exclusive or exhaustive. Please note that, in consultation with an employee, the school reserves the right to update their job profile to reflect changes in, or to, their post.

Key accountabilities

- Active promotion of all aspects of "safeguarding" including; Child Protection, Child Welfare and Health and Safety
- Comply with all statutory, Portsmouth City Council or Governing Body requirements
- Understand, follow, and positively promote all school policies and procedures
- Understand, follow, and positively promote the school's ethos
- Sharing skills and developing
- Assist the learning of pupils, to work collaboratively with the class teacher/s to adapt and scaffold learning, and to support the delivery of the curriculum and interventions.
- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

Duties

- Are clear about their areas of responsibility and how they will be held to account
- Have efficient and effective systems to underpin their work
- Attend meetings as directed by the headteacher, team leader or designate
- Work collaboratively with all other teams in the school
- Produce any reports, data returns or data captures for the team leader or designate as required using any templates provided
- Support the class teacher or designate in reviewing their own work and that of the team to ensure the work of the team is continuously and sustainably improved
- Actively and positively participate in school wide systems such as performance management system, annual leave, absence management etc
- Exploit opportunities to undergo professional development through skill sharing, flexible working or training
- Are prepared to share skills, work flexibly, and attend training as required
- Remain "pupil focussed"
- Support any controls on procurement, stock control and waste
- Keep working areas secure and free from clutter
- Support the team leader or designate in ensuring working areas project a highly professional image
- Comply with the school's dress code

- Ensure that any information about individual pupils is kept confidentially and not discussed with third parties
- Have read, understood, and contributed to the school's improvement plan, team action plan or other improvement tools
- Undertake duties before, during and after the school session
- Engaging with pupils positively
- Commenting on good standards of behaviour and dress
- Tackling poor standards of behaviour and dress
- Supporting the teaching staff delivering the Mayfield teaching model
- Having a good knowledge of the school's "vulnerable pupils" and strategies to support them.

Specific duties

- Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans and learning outcomes
- The preparation of materials/equipment, preparing and clearing up activities with the pupils
- Maintaining classroom resources and designated areas
- Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity
- Supervise individual or small groups of pupils undertaking teacher-led learning activities by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan, and learning outcomes in response to pupils' learning
- Assisting pupil achievement by monitoring learning against learning outcomes, marking work, and informing the teacher of progress and areas for development
- Assist pupils to develop their independence through undertaking tasks
- Support the use of IT as a tool to enable learning
- Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds
- Administer and mark routine tests with clearly defined predetermined answers
- Invigilate or scribe for exams as required
- Assist with special activities in the school within school hours (e.g. Sports days, plays, concerts, open days) accompany on school visits, projects as required
- Ensure that pupils work and play together positively and cooperatively, with good behaviour
- Helping pupils change for practical activities
- Arrange classroom to create a positive learning environment including arranging classroom displays
- Report pupil and school issues in line with the school's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required

Other responsibilities/duties/accountabilities**Data protection**

Be responsible for ensuring that workplace responsibilities within the school are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

Health & Safety

To ensure an effective and safe environment that promotes the welfare of children and employees will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. Employees should familiarise themselves with the school's health and safety policies.

Equality and Inclusion

The school believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation. The school has a number of policies to support this commitment that employees should ensure they are familiar with and compliant to. Any breaches may lead to termination of employment.

Sustainability and environment

Mayfield School is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional, and local environmental issues. Employees are required to support these aims.

Right to work

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK.

Safer Recruitment/DBS

Mayfield School is committed to safeguarding and promoting the welfare of children and young people and expect all employees to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

In line with 'Keeping Children Safe in Education,' the school will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

New employees will be required to apply for Disclosure Service certification as part of the school's employment recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/db. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.