****

**JOB DESCRIPTION**

**Job Purpose**

* To work under the instruction/guidance of teaching/senior staff to implement structured learning activities for individuals and groups of pupils.
* To work under the instruction/guidance of teaching/senior staff, to undertake learning/care/support programmes, to enable access to learning for pupils.
* To assist the teacher with the management of pupils and the classroom.
* Work may be carried out in the classroom or outside the main teaching area and will involve supporting children on a specified adult:child ratio or small group basis.

**Responsibilities**

* With the support of the SLT/ SENCo, external professionals and training, deliver specialist inclusion programmes or targeted interventions.
* To supervise and provide specific support for pupils, including those with special needs, ensuring their safety and access to learning activities.
* To assist with the development and implementation of SEND support plans and personal care programmes, including intimate care and medical plans.
* To establish positive, constructive relationships with pupils, and interact with them according to individual needs.
* To promote equality and inclusion for all.
* To encourage pupils to interact with others and engage in activities led by the teacher.
* To set challenging and demanding expectations and promote self-esteem and independence.
* To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
* To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work.
* To use strategies, in partnership with the teacher/SENDCo, to support pupils to achieve learning goals and key milestones.
* To assist with the planning and preparation of learning activities.
* To monitor pupils’ responses to learning activities and accurately record achievement/progress as directed.
* To provide detailed and regular feedback to teachers/ SENDCo/ professionals on pupil achievement and progress.
* To promote good pupil behaviour through restorative practice, dealing sensitively and promptly with conflict/incidents in-line with school policy, and encouraging pupils to take responsibility for their own behaviour.
* To establish positive and constructive relationships with parents/carers.
* To undertake structured and agreed learning activities, adjusting activities according to pupil responses and needs.
* To undertake programmes linked to local and national curriculum: English, maths, EYFS / KS1/2, recording achievement and progress and feeding back to the teacher.
* To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
* To be aware of, and support, difference and ensure all pupils have equal access to opportunities to learn and develop.
* To appreciate, respect and support the role of other professionals.
* To participate in training and other learning activities, and performance development as required.
* To attend and actively contribute to team meetings.
* To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
* To ensure promotion and support of Equal Opportunities and Health & Safety.
* To undertake any other duties that are commensurate with the post.