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| Job Description – Support Staff roles |
| **Job Title** | Support staff roles |
| **Grade** | **Nursery Nurse (Level 3) –** Actual Salary £23,770 per annum (Scale 2 - point 4) pay award pending**LSA for our ASD Base –** Actual Salary £23,770 per annum (Scale 2 - point 4) pay award pending**Early Years TA –** Actual Salary £23,112 per annum (Scale 1C- point 2) pay award pending |
| **Reports to** | Headteacher  |
| **Key Purposes of the job** | * To provide high quality support for Early Years and or pupils with additional needs.
* To work as part of a team of Teaching Assistants to meet the needs of individuals and ensure the best possible outcomes.
* To support teaching and prepare resources as required by teachers.
* To ensure pupils can access learning and stay on task.
* To support our youngest pupils with their co-ordination and gross/fine motor skills.
* To keep pupils safe in all areas of the school including the outdoor areas and also when off-site on trips.
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| **Specific Responsibilities** |
| * Support with and contribute to lessons, resources and timetables to meet the needs of individual pupils.
* Work with the SENCO, Speech and Language Therapists, Occupational Therapists and teachers to meet a range of needs.
* Contribute to a positive ethos for inclusive teaching.
* To develop an understanding of the special educational or developmental needs of the pupils in their immediate care.
* Manage interventions and review their impact with teachers or specialist staff.
* To build successful relationships with pupils and their families.
* To help promote independent learning and motivate pupils to be resilient.
* To maintain safe, effective learning environments and contribute to classroom displays and organisation.
* Undertake such reasonable activities that the Headteacher and Governors may from time to time require.
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| **Strategic Direction and Development of the school** |
| * To assist the Headteacher in achieving the vision and direction of the school.
* To contribute to high expectations of pupils’ behaviour and achievement.
* To be proactive in engaging pupils and keeping them on task.
* To support and implement all decisions of the Headteacher and Governing Body.
* To promote the highest standards of equality and demonstrate a strong understanding of diversity.
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| **Teaching and Learning** |
| * To be a credible role model to all pupils.
* To be open to new ideas and responsive to feedback to ensure the best outcomes for Early Years pupils and/or those pupils in the ASD Base.
* To attend training sessions in order to keep up to date on all requirements and also to develop their practice.
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| **Daily routines** |
| * To comply with and adhere to all school policies.
* To set a strong example of punctuality, professionalism and readiness.
* To work with the Senior Leadership Team and SENCO to motivate, support and develop pupils’ skills and knowledge.
* To be flexible to change.
* To use school resources appropriately.
* To motivate children by demonstrating enjoyment of working with them and a positive attitude towards the school.
* To report all safeguarding concerns as stated in the school’s policies.
* To work with teachers, external professionals and specialist staff to provide high quality interventions and support.
* To apply all safeguarding policies when supervising pupils and communicating with families.
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| **Accountability** |
| * To take responsibility, with the DSL and Headteacher, for safeguarding the welfare of children within the school and in Cherry Class and the Early Years in particular.
* To comply with individual responsibilities, in accordance with the role, for health and safety in the setting.
* To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
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