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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. |
| **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. | |
| **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. | |
| **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. | |
| **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. | |
| **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. | |