

GRADE: 4**DEPARTMENT:** Education Special Schools**HOURS: 35****LOCATION:** Sherbourne Fields School**Job Purpose:** To assist and support classroom teachers with the education of children in the school.

Main Duties and Accountabilities

Knowledge

To provide consistently excellent quality of care for all students within our school

To provide support for pupils' emotional and social development by encouraging and modelling positive behaviour

To support the developments of students to ensure they reach their potential through the implementation of an exciting and motivating curriculum

To have a sound understanding of how to adapt and support all students to ensure they can access learning

To be aspirational for all students and be passionate about your role within your team

To provide support for the development of the students' communication skills through the modelling of literacy skills and the use of a Total Communication environment including alternative communication

To use assessment to work with the class team to inform the next steps of learning

To use a range of assessment approaches and strategies to record the students' progress

Encourage pupils to act independently where appropriate

To promote the acceptance and inclusion of pupils, encouraging pupils to interact with each other in an appropriate and acceptable manner

Supporting pupils in using basic ICT and assisted technology

Be aware of, and comply with, policies and procedures relating to safeguarding, health, safety and security of pupils, confidentiality and data protection. Reporting all concerns to an appropriate person (Class Teacher and Designated Safeguarding Leads);

Contribute to the overall vision and values of the school;

Accompany pupils on work experience visits / trips / work placements outside of school and assist with the supervision of pupils in this setting;

Contribute in preparing students for adult life by supporting and developing life skills daily throughout the school day through various curriculums / lessons

Support pupils to develop and build on their skills of independence, communication and problem solving to enable students to be ready for their next steps into adult life

To support students in accessing internships / employment by developing employability skills

To develop an understanding of the special educational needs of the students at Sherbourne Fields

To consider the students' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials

To build and maintain successful relationships with students, treat them consistently, with respect, dignity and consideration

To strive towards the development of independent learning for all students where appropriate

To support in the reinforcement of learning

To assist students with personal care, medical and physical needs, both in and out of the classroom

To help students record work in ways appropriate to their needs and level

To inspire positive attitudes, developing self-belief and building motivation

To model good practice in effective learning to keep students on task

To have formal and informal meetings with teachers to contribute to planning lessons/activities/ Student Information Files (SIF's)/ (PAF's)

To support in the preparation of materials and resources that can reach a variety of students of different levels of ability

To apply total communication strategies that support and develop understanding

To carry out structured classroom assessment/ observation and feedback outcomes

To be involved in keeping records and evaluating identified students' progress

To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate with outside agencies

To support implementation of school policies and procedures, including those relating to confidentiality and behaviour

To identify personal training needs and to attend appropriate training / Staff Induction Training.

Encourage students to interact and work co-operatively with others and engage all students in activities.

Play an active role in the support of positive behaviour management of students both in and out of the classroom, reporting issues as appropriate

To develop communications with parents, both written and verbal

Assist teaching staff as required, including helping individual children and groups with the full range of curriculum activities

Assist the class teacher in supporting home school links and, if required, accompany the teacher on home visits

Prepare, mount and display work; and set out equipment/materials under the direction of the class teacher

Make and maintain teaching resources, equipment and classroom supplies

In collaboration with the class teacher, ensure that the classroom and other teaching areas are kept in a tidy state, and that equipment and materials are stored correctly

Provide physical care and attention for students who are sick, which may include escorting sick students home or to hospital where necessary

Participate in the manual moving and transfer of students – complete Manual Handling Training

Undertake supervision of students in the playground and dining room, as directed by the phase leader – organise and deliver lunchtime clubs

Assist the class teacher in planning / preparing and supervising curriculum trips in accordance with the curriculum sequence for various subjects

Assist the class teacher in supporting volunteer helpers and students in the classroom

Attend staff meetings / phase meetings / twilight meetings and Teacher Training Days

Any other duties as are within the scope and the spirit of the job purpose, the title of the post and its grading

Duties, which include processing of any personal data, must be undertaken within the corporate GDPR protection guidelines.

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| Postholder reports to: | Class teacher |
| Support to: | N/A |
| Level of Supervision: | Under the direction of the class teacher/Headteacher |
| Responsible for: | N/A |
| Hours of work: | 8.30am – 4.00pm |