

Highfield Primary School

Job description NNEB/CACHE Level 3 post

PURPOSE OF JOB:

- To support children's' learning and to share in the care and wellbeing of the children throughout the school
- To take part in the planning, development and delivery of the curriculum
- To assist the teacher in raising achievement of all children

MAIN DUTIES:

- To work with children who attend the Foundation Stage - nursery or reception aged pupils.
- Undertake training in and support of children in ICT
- Support individual and small groups of children in specific areas of the curriculum, e.g. literacy, numeracy. Observe and monitor pupils' progress and adapt agreed approaches to their particular needs
- Assist in the maintenance and development of records of children's' developments and attainments
- Specific administrative/ procedural tasks to support the class teacher

OTHER DUTIES:

- Work as part of a team and assist the class teacher to ensure quality education for the children
- Be aware of and support school policies and procedures
- To participate in home visits to support the transition of children into the school
- Keep daily records of your support for pupils and their progress
- Set up group activities under the guidance of the class teacher, working with children on practical activities, giving assistance and encouragement
- Read to, and with, small groups of children, working with children on curriculum activities
- Assist in the planning, creation and mounting of displays of the children's work
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, caring for sick, injured or distressed children)
- Report any concerns regarding children's' welfare or education, to the class teacher or appropriate staff member
- Under the direction of the class teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times
- Assist with the reception and departure of children at the beginning and end of school sessions
- Accompany classes and small groups of children on educational visits
- Assist with the preparation of resources e.g. photocopying, repairing books, filing of work, making games and apparatus

- Assist with seasonal events e.g. parents evenings, concerts, festivals
- Attend weekly staff meetings and training days/events as requested
- Assist with playground supervision as necessary
- Tidy and maintaining central resource areas
- Occasional cover for welfare staff in event of their absence
- Any other duties required by the Class teacher, EYFS Phase Leader or the Headteacher within the scope of this post