

EARLY CLUB PRACTITIONER AND SEND TA JOB SPECIFICATION

JOB TITLE: EARLY CLUB PRACTITIONER AND SEND TA

SALARY: £6175.75 (£12.29 per hour)

HOURS: 12.5 hours per week

RESPONSIBLE TO: Head Teacher

POSITION TO COMMENCE: 31.10.2022

CLOSING DATE: 29.09.2022

SHORTLISTING: 30.09.2022

INTERVIEW DATE: 05.10.2022

Main purpose

1. To ensure the smooth running of the Early School Club at The Mount School in a consistent and organised way.
2. To supervise children from Lower Kindergarten to Form VI who attend this facility before school and provide a safe and happy environment that promotes excellent social skills, good behaviour and a balanced education through creative play.
3. To work with class teachers to raise the learning and attainment of pupils
4. To promote pupils' independence, self-esteem and social inclusion
5. To give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

Duties and responsibilities

1. To be aware of all the relevant safeguarding and health and safety requirements.
2. To follow guidelines and procedures for Safeguarding in accordance with The Mount School's policies and procedures.
3. Work with and alongside colleagues to establish and maintain a caring and vibrant environment.
4. Provide safe activities and a safe environment for all the pupils.
5. Set up the venue for activities, maintaining a tidy area and clearing away at the end of the session.
6. Prepare materials for activities.
7. Assist the children in undertaking the activities.
8. Contribute to the overall ethos of the school.
9. Support the children in developing good behaviour.
10. Make sure areas are left clean and tidy at the end of the session.

11. Maintain a high standard of cleanliness and hygiene.
12. Mop floors (if required), ensure toilets are left clean, Replenish towels and toilet rolls if needed.
13. Deal with and report any accidents, fire drills, first aid and keep a record of such events.
14. Assist in ensuring that the arrival and departure of children is properly recorded and monitored.
15. Liaise with parents, carers and other visitors making them feel welcome on visiting the site ensuring they receive appropriate information and advice.
16. Attend to the physical welfare of pupils such as changing after toilet accidents, sickness and support when ill.
17. Attend Inset Days incorporating staff training and staff meetings as required.

Teaching and learning:

1. Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
2. Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
3. Use effective behaviour management strategies consistently in line with the school's policy and procedures.
4. Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
5. Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
6. Observe pupil performance and pass observations on to the class teacher.
7. Supervise a class if the teacher is temporarily unavailable.
8. Use ICT skills to advance pupils' learning.
9. Undertake any other relevant duties given by the class teacher.
10. To cover and lead class teaching (under supervision) as and when appropriate
11. Direct the work, where relevant, of other adults in supporting learning

Planning:

1. Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
2. Read and understand lesson plans shared prior to lessons, if available
3. Prepare the classroom for lessons
4. Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities

5. Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
6. Plan how they will support the inclusion of pupils in the learning activities

Working with colleagues and other relevant professionals:

1. Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
2. Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
3. With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
4. Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
5. Collaborate and work with colleagues and other relevant professionals within and beyond the school
6. Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development:

1. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
2. Make a positive contribution to the wider life and ethos of the school

Health and safety:

1. Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education and our school's child protection policy
2. Look after children who are upset or have had accidents

Professional development:

1. Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
2. Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
3. Take part in the school's appraisal procedures

Personal and professional conduct:

1. Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
2. Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
3. Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
4. Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of tasks. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher or line manager.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders may be expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post.