

*Job
Description*

DIRECTORATE/DEPARTMENT : KINGSTONE SCHOOL

SECTION: Inclusion

JOB TITLE: Curriculum Support Assistant

JOB REFERENCE NO:

GRADE: Scale 2

EMPLOYEE SUPERVISION:

None

DATE AGREED:

BY WHOM:

PURPOSE OF POST:

To support teaching and learning across the school, with particular reference to pupils with individual needs.

DUTIES AND RESPONSIBILITIES:

- Work within the Inclusion Team to facilitate teaching and learning for all pupils, particularly those with the following needs:
 - emotional
 - behavioural
 - physical
 - learning
 - medical
 - communication
 - sensory.
- Support teaching and learning in a classroom setting, as directed by teaching staff.
- Work with small groups of pupils outside the normal classroom setting.
- Work with individual pupils on a one to one basis to address their learning needs.
- Prepare and implement individual plans for pupils where necessary.
- Monitor and maintain records relating to individual plans where necessary

- Work in partnership with individual teachers to address pupils' needs.
- Support the planning of and deliver extra curricular activities, including lunchtime and homework clubs.
- Supervise and plan work for identified pupils within the SEN area.
- Provide support to pupils undertaking activities outside school.
- Provide support to pupils with medical conditions and physical disabilities, including aiding movement around school.
- Access data for individual pupils using school systems, in order to support individual needs.
- Communicate with parents and agencies when requested to do so by management.
- Assist in the preparation of reports for review meetings where appropriate
- Attend meetings, both internal and external to the school, as required.
- Undertake clerical duties for the Inclusion Team as and when requested.
- Support SEN pupils with toilet duties where necessary.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure every child is valued for who they are and that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance management as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and support to new staff.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.
