

Job Description



Castle Bromwich Infant and Nursery School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Teaching and Learning Support Worker	Post No	
Directorate	Schools		
Division	Castle Bromwich Infant & Nursery School		
Salary Band/Range	Band B (£22,737 - £23,500) pro rata for part time/term time Actual Salary (£3,161.67 - £3,267.77)		
Responsible to	Headteacher		
Location	Foundation Key Stage or Key Stage 1		
DBS Check	Castle Bromwich Infant & Nursery School is committed to safeguarding and promoting the welfare of children and an enhanced DBS check and online check will be a requirement for the successful candidate.		
Special Conditions	Part time 6 hours per week/39 weeks per year (Tuesdays only 8:45am – 3:15pm)		

1. Job Purpose

To support the learning and care for individual and groups of pupils under the direction of the class teacher

2. Key Responsibilities

2.1 Main Duties

Support for Pupils

- To establish positive and productive working relationships with pupils, acting as a role model and setting high expectations
- To assist with the development, monitoring, recording and evaluation of pupil targets, including implementing pupil's Individual Education/Behaviour plans
- To promote the inclusion and emotional well-being of all pupils within the school environment
- To support pupils consistently whilst recognising and responding to their individual needs
- To enable pupils to develop the skills to interact positively, to work co-operatively with others and to engage all pupils in learning
- To promote independence
- To apply a range of strategies to scaffold next steps in learning
- To have a day-to-day commitment to the safeguarding of children

Support for the Teacher

- To work with the teacher, organise and manage an appropriate learning environment, including the production of resources and the formulation of displays
- To monitor, record and evaluate pupils' responses to learning activities

	<ul style="list-style-type: none"> • Within the schools behaviour policy, effectively employ behaviour management strategies and techniques to manage behaviour constructively, promoting self-control and independence • To support the role of parents in pupils' learning <p><u>SupportforCurriculum</u></p> <ul style="list-style-type: none"> • To implement agreed learning activities and teaching programmes, adjusting activities according to pupil responses and needs • To use ICT effectively to support learning activities and develop pupils' competence and independence in its use • To contribute to the development of the curriculum and personalised learning programmes • To take an active role in supporting pupils to develop skills in managing and expressing their emotions appropriately within school based behaviour management systems, resources and strategies <p><u>SupportforSchool</u></p> <ul style="list-style-type: none"> • To be aware of, comply with and assist with the development of policies and procedures including child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • To be aware of and promote pupils' respect for diversity and ensure all pupils have equal access to opportunities to learn and develop • To contribute to the overall ethos, work and aims of the school • To establish constructive relationships and communicate with other agencies and professionals, in liaison with the teacher, to support achievement and progress of pupils • To supervise pupils on visits, trips and out of school activities as required • To participate in appropriate in-service training • To undertake other duties appropriate to the post as required
2.2	People
	Create a team culture within your year group and throughout the school
2.3	Safeguarding
	Prosper Together Multi Academy Trust is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, for whom she/he is responsible or comes into contact with.
2.4	Financial
	The post holder has no financial responsibilities.
2.5	Buildings & Equipment
	<ul style="list-style-type: none"> • Report any health and safety concerns to the Manager. • Be responsible for carrying out any other duties as required by the school which are commensurate with the post.
2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in Prosper Together Multi Academy Trust Corporate and Departmental Health and Safety policies.
2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant Trust policies and that all duties and responsibilities are carried out in line with the appropriate

		policies and procedures.
3. Other Conditions		
3.1	Mobility	
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Trust they may be required.
3.2	Equal Opportunities	
		Prosper Together Multi Academy Trust is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity
3.3	Variations to Job Descriptions	
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and Prosper Together Multi Academy Trust therefore retains the right to amend job descriptions to reflect changing requirements.
3.4	Training and Development	
		Prosper Together Multi Academy Trust is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
3.5	Lean	
		Prosper Together Multi Academy Trust is committed to improving and streamlining its processes using 'Lean' techniques and expects all employees to share its commitment to continuous improvement.
3.6	Core Qualities & Leadership Framework	
		Prosper Together Multi Academy Trust expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed	Headteacher & School Business Manager
Date:	April 2024

Person Specification



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	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	<p>Relevant Level 3 or above qualification</p> <p>A commitment to own continuing professional development</p>	<p>Additional recent, relevant professional development</p>	<p>Application</p>

Skills & Abilities	<p>Effective all-round communicator with good skills in spoken and written English</p> <p>Ability to work independently and as part of a team, supporting colleagues and contributing effectively</p> <p>Flexible, adaptable to change and reliable</p> <p>Commitment to creating a stimulating and effective learning environment</p> <p>Excellent interpersonal skills</p> <p>Ability to manage and organise time and resources effectively</p>	<p>IT literate</p>	<p>Application Interview</p>
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Experience & Knowledge	<p>Recent experience of employment or a training placement in a school setting</p> <p>Good understanding of child development</p> <p>Knowledge of the Early Years Foundation Stage and Key Stage 1 Curriculums</p> <p>Knowledge of education policy and legislation and guidance in relation to working with, and the protection of children</p> <p>Experience of working with children with additional needs</p>	Experience of teaching one to one or small groups	Application Interview
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Core Qualities	<p>Respects and values children</p> <p>Warm, friendly nature, able to establish and maintain good personal relationships</p> <p>Enthusiasm, integrity and honesty</p> <p>Commitment to providing high quality education for all children</p> <p>Commitment to equal opportunities</p>		Application Interview
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Other Requirements	<p>Commitment to the protection and safeguarding children</p> <p>Commitment to work with the wider community, parents, governors and other schools</p> <p>Commitment to working within organisational procedures and processes in order to meet required standards for the role</p>	A willingness to become involved in, and support, other aspects of the life of the school	Application Interview
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Compiled/Reviewed by	Headteacher & School Business Manager
Date	April 2024