



NIGHTINGALE  
SCHOOL

## Job details

**Salary:** Scale 3 £28,545 - £28,977 Full Time Equivalent (Role is Term Time Only)

**Hours:** 30 Hours per week, term time only

**Contract type:** Permanent

**Reporting to:** SENDCo

### Purpose

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programs. To enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area for short periods of time.

### Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Support Plans, Healthcare Plans and Personal Care programmes and record progress towards targets, providing evidence where required.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Deliver pastoral and learning support.
- Deal with minor incidents and the health and hygiene of the children and where necessary, escort them home.
- After appropriate training, administer first aid as required and follow protocols for reporting this
- Read with individual children and groups and complete reading records as directed by the class teacher.
- Under the direction of teacher, work with small groups of children and take responsibility for their learning.
- When required, and having undertaken necessary training, support children's medical needs relating to feeding and personal hygiene. This may include the use of specialist equipment such as hoists, or feeding systems including, but not limited to, gastrostomy tubes. It may also include intimate care such as changing of nappies, which is covered by the school's intimate care policy.

### Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish and maintain constructive relationships with parents/carers by supporting their role in pupils' learning, providing constructive feedback on pupils' progress and achievements and facilitating their support for their child's attendance; Support home to school/community links.
- Work within an agreed system of supervision with small groups of children and take responsibility for their learning.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes to support the curriculum such as Read Write Inc, Speech and Language Interventions and autism education.
- Participate in outdoor learning
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources as required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Participate in outdoor learning opportunities as set out in the school's curriculum for the relevant phase

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall work/ethos/aims of the school
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher. Assist in the general care of the school environment by undertaking tidying of general areas.
- Promote equal opportunities at all times
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns in a timely manner where necessary
- Promote the safeguarding of all pupils in the school

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues including maintaining open and effective lines of communication

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

### **Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 9<sup>th</sup> February 2024

**Next review date:** February 2027

**Headteacher/line manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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