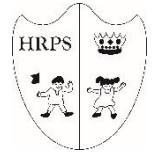




# Houghton Regis Primary School

*"Houghton Regis Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children".*



## Job Description

**JOB TITLE:** Support Staff Manager

**RESPONSIBLE TO:** Senior Leadership Team

**RESPONSIBLE FOR:** Teaching Assistants and HLTAs

**JOB PURPOSE:** To work as part of a professional team by managing a team of teaching assistants and HLTAs. To support the work of teachers in raising standards of pupil achievement.

### MAIN RESPONSIBILITIES:

#### Support for Pupils

1. To help train pupils in the skills necessary for learning by communicating clearly and effectively with them and through questioning, instructing, explaining and feedback.
2. To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Under agreed school procedures to give first aid/medicine where necessary; or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
5. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator.

#### Support for Teachers

1. Under the supervision of the class teacher, to undertake a range of teaching activities with individuals, groups of pupils and the whole class in Early Years.
2. Under the supervision of the classroom teacher to plan, devise and extend appropriate educational activities. This will include contributing to the development of IEPs and Personal and Pastoral Support Plans and will require the understanding of aims, content, teaching strategies and intended outcomes of lessons.
3. To assist the classroom teacher in evaluating pupils' progress through a range of monitoring and assessment activities, using the results of this monitoring to inform further support work.

4. To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient usage of school resources.
5. To support expectations of pupil attitude and behaviour and assist in securing appropriate standards of discipline to create and maintain a purposeful, orderly and supportive environment for pupils' learning.

### **Support for the Curriculum**

1. To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop pupils' learning and skills.
2. To support the teaching of literacy, numeracy or other specific curriculum areas as required and agreed with the Headteacher/Manager.

### **Support for the School**

1. To work collaboratively with colleagues as part of the Middle Management Team.
2. To manage a team of teaching assistants and HLTAs, giving guidance, support and advice.
3. To lead the induction training of newly appointed support staff and further training for all support staff as appropriate.
4. To co-ordinate the deployment of support staff within the school.
5. To lead the co-ordination of interventions with support staff and report the impact of these to teachers and senior leadership.
6. To carry out performance management arrangements for support staff and liaise with the Senior Leadership Team on training and development needs identified.
7. To attend staff and management meetings as required and where appropriate act as spokesperson for support staff.
8. To work closely with and support the SENDCo with writing provision maps.
7. To work directly with a range of external agencies and services available locally for SEN support.
8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
9. To undertake tasks of a similar nature and level, as directed by the Senior Leadership Team.