

- To create, maintain and enhance effective working relationships among all members of the school staff, parents/carers and the community
- Establishes and maintains a positive regard towards pupils.
- Depending on contracted hours meet with the class teacher/ class team weekly on a Wednesday to discuss pupils' progress, daily/weekly planning
- Work in another area of the school as directed to support classes and ensure the most efficient use of staff.
- Take responsibility for individual pupils/groups on site/off-site as directed by the teacher

Management of Financial and Physical Resources:

- To develop and assist with the financial and physical resources in my class
- Assist in the setting up and clearing away of equipment and maintain a stimulating working environment appropriate for the range of activities taking place
- Assist pupils to take responsibility for resources and the environment as appropriate.
- Ensure that equipment is properly maintained and that any defects in equipment or premises are reported
- Ensure that resources are organised and readily available in the classroom to promote learning.
- Assist in the preparation of teaching aids, display boards and photocopied material.
- Assist in a curriculum area/area supporting S.I.P.

Evaluation and Quality:

- To monitor and evaluate pupils' learning.
- Assist in monitoring evaluating and assessing pupils' work
- Record pupils progress as directed
- Be aware of the contents of the home/school contact book.
- Attend staff meetings and in-service training as directed.

Administration:

- To ensure that administrative requirements are fulfilled
- To keep records and carry out procedures as directed