**School Name: Acklam Grange School**

**Post Title: Support Teaching and Learning in School**

**(Resolution Support) Apprentice**

**ARC Services: ADVANCE**

**Responsible to: Headteacher**

**Director of Corporate Services**

**Ass Assistant Headteacher: ARC Services**

**Job Specification: Main Responsibilities of the post:**

To gain knowledge, skills and understanding of supporting teaching and learning to provide an efficient and professional service in supporting the whole school.

**MAIN TASKS AND RESPONSIBILITIES:**

1. Work with and learn from experienced education professional, providing general support.
2. Develop knowledge, skills and understanding to contribute to the teaching and learning of all students:
3. Creating displays and promoting faculties
4. Assisting with the displays of students work and preparing classroom resources and equipment as directed
5. Organisation and preparation of classroom resources in accordance with lesson plans and assist students in their use
6. Maintenance of student records as necessary and gather/report information to peers in support of behaviour/rewards
7. Promote good student behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate
8. Develop time management skills
9. Develop team work and professional relationships
10. Develop work efficiency and own initiative skills
11. Develop customer service skills
12. Contribute to preparing practical displays around school to support faculties
13. Awareness of health and safety
14. Contribute to social responsibilities by recycling materials (paper etc)
15. Gain a wide range of educational knowledge, skills and understanding in supporting staff to help all students to meet their full potential
16. A good range of literacy and numeracy in support of continuous professional development

**Other duties commensurate with the grade of the post as required by the Headteacher and Ass Assistant Headteacher: ARC Services**