**School Name: Acklam Grange School**

**Post Title: APPRENTICE LEVEL 2 TEACHING AND LEARNING (REFLECT)**

**Responsible to: Headteacher**

**Director of Corporate Services**

**Whole School Behaviour Manager**

**JOB DESCRIPTION: MAIN RESPONSIBILITIES OF THE POST**

To provide an efficient and professional service in supporting the whole school:

* Support the needs of students in accessing learning activities under the guidance of the teacher
* Establish productive working relationships with students, acting as a role model and setting high expectations
* Promote good student behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate
* Encourage students to interact and work co-operatively with others and engage all pupils in activities
* Ensure the health and safety and good behaviour of students at all times
* Support and assist in the preparation of appropriate learning environment and resources
* Organisation and preparation of classroom resources in accordance with lesson plans and assist students in their use
* Maintenance of student records as necessary and gather/report information to peers in support of behaviour/rewards
* Working with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
* Support delivery of learning activities to students within agreed system of supervision, working with teachers to adjusting activities according to pupil responses/needs
* Use ICT effectively to support learning activities and develop students’ competence and independence in its use
* Be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Develop team work and professional relationships

**Other duties commensurate with the grade of the post as required by the Director of Corporate Services**