

School Name: Acklam Grange School

Post Title: EAL Apprentice Level 2, Teaching and Learning, ARC Services

Responsible to: Headteacher
Director of Corporate Services
Deputy Head of School

Main Tasks and responsibilities of the post:

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

- Work with and learn from experienced education professional, providing general support
- Develop knowledge, skills and understanding to contribute to the teaching and learning of all students:
 - Creating displays and promoting faculties
 - Assisting with the displays of students work and preparing classroom resources and equipment as directed
 - 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
 - Promote good student behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Develop time management skills
- Develop team work and professional relationships
- Develop work efficiency and own initiative skills
- Develop customer service skills
- Contribute to preparing practical displays around school to support faculties
- Awareness of health and safety
- Contribute to social responsibilities by recycling materials (paper etc)
- Gain a wide range of educational knowledge, skills and understanding in supporting staff to help all students to meet their full potential
- 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, Director of Corporate Services or Deputy Head of School.