

# Wetherby Preparatory School

# Junior Master

Responsible to: Headmaster, Deputy Head, Class Teachers

Reporting to: Headmaster, Deputy Head, Class Teachers

**Support for Pupils:**

* Attend to the pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
* Supervise and support pupils ensuring their safety and access to learning.
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Encourage pupils to act independently as appropriate.

**Support for Teachers:**

* Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
* Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
* Undertake pupil record keeping as requested.
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
* Gather/report information from/to parents/carers as directed.
* Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

**Support for the Curriculum:**

* Support pupils to understand instructions.
* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

**Support for the School:**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of pupils out of lesson times, including before and after school
* Assist with the supervision of pupils at lunchtimes including ancillary associated duties (e.g. cleaning up spillages, wiping tables, keeping floors as clear as possible from dropped food.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required.
* Set high standards in terms of dress, language and behaviour.
* Abide by the objectives and targets of the school, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.
* Fulfil personal requirements where appropriate with regard to school policies and procedures, particularly safeguarding, health and safety, equal opportunities, customer care and promotion of the school’s core values.

**Qualifications:**

The successful applicant should possess the following experience, qualifications and qualities:

* Able to work constructively as part of a team, understanding classroom roles and responsibilities.
* Able to use basic technology - video, photocopier.
* Ability to relate well to children and adults.
* Appropriate knowledge of first aid.

The School has its own Salary Scale which is reviewed annually.

It should be understood that a full check will be made with the Criminal Records Bureau on the successful candidate before the appointment is confirmed and all applicants must agree to this.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***