



- 2.20 Provide general administrative support, for example, administer coursework, produce worksheets etc.
- 2.21 Undertake joint home visits as appropriate and in line with LEA policy

### **Support for the school**

- 2.22 Support the development and effectiveness of team work within the school environment
- 2.23 Develop and maintain working relationships with other professionals
- 2.24 Liaise with parents as appropriate
- 2.25 Review and develop own professional practice
- 2.26 Work as required across the curriculum and in all Key Stages within the school in accordance with the job

### **Support for the curriculum**

- 2.27 Support the use of information and communication technology in the classroom
- 2.28 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.29 To ensure their tasks are carried out with due regard to Health and Safety
- 2.30 To participate in appropriate professional development including adhering to the principle of performance management.
- 2.31 To adhere to the ethos of the school
  - 2.31.1 To promote the agreed vision and aims of the school
  - 2.31.2 To set an example of personal integrity and professionalism
  - 2.31.3 Attendance at appropriate staff meetings and parents evenings
- 2.32 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

### **OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

#### **3.0 SUPERVISION RECEIVED:**

3.1 **Supervising Officer's Job Title:** SENCO

3.2 **LEVEL OF SUPERVISION**

Left to work within established guidelines subject to scrutiny by supervisor

**4.0 SUPERVISION GIVEN:** (excludes those who are **indirectly** supervised ie through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

- Use 1, 2 or 3 as in 3.2

**5.0 SPECIAL CONDITIONS:**

**5.1 See the Education (Specified Work and Registration) (England) Regulations 2003 and Guidance for Schools on Cover Supervision**  
**Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school as well as the experience and development needs of the member of staff.**