

## Job Description

### General Information

<b>Job Title:</b>	<b>Classroom Support Assistant</b>	<b>JD Code:</b> JDE12
<b>Reports to:</b>	<b>Leader of SEN</b> (or equivalent)	<b>HR Ref:</b> 140
<b>Salary:</b>	<b>Grade 1 plus SEN Allowance</b> – if engaged wholly or mainly in supporting pupil(s) with statements of SEN. (the term ‘mainly’ be taken to mean an individual who spends 51% or more of their time supporting pupil(s) with statements of SEN) <b>Term Time Only</b>	

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### **Line Management:**

The post holder will be accountable to the SEN Co-ordinator (or equivalent) for all initiatives related to this post.

### **Job Purpose:**

- To raise standards in all students’ attainment and progress, working primarily with students who need support and intervention to reach their expected grades.

### **Responsibilities:**

#### **Support for the student**

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Deal with personal care and comfort of pupils as required in relation to welfare, health, hygiene, toileting, dressing, feeding, mobility and the administering of medicines
- Establish good working relationships with pupils acting as a role model
- Encourage pupils to interact with others and engage in activities led by the teacher
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Promote inclusion and acceptance of all students, self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance and direction of the teacher
- Support the use of specialist equipment and procedures including, moving and handling to meet a child’s individual needs
- Respond to pupils minor medical problems administering basic first aid where appropriately trained

## **Support for the teacher**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson planning and preparation
- In liaison with the teacher, utilise strategies to support students in achieving learning goals
- Assist with the display of students work
- Provide detailed and regular feedback to teachers on students' achievements and progress in an agreed format
- Promote good student behaviour, dealing promptly with conflict and incidents and encouraging students to take responsibility for their own behaviour in line with established school policy
- Provide clerical/administrative support (eg: photocopying, word processing, filing, collecting money etc.)
- Undertake routine tests and invigilate exams and undertake routine marking of students work
- Establish constructive relationships with parents/carers if appropriate
- Undertake student record keeping as requested
- To contribute to the review of students needs
- Be involved in the planning, development and implementation of programmes of support for students with special educational needs
- To escort students as necessary and assist in movement around the school

## **Support for the curriculum**

Under the guidance of the teacher:

- Provide support for structured and agreed learning activities/learning programmes, taking into consideration students learning styles
- Support Literacy/Numeracy programmes recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop students competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

## **Support for the school**

- To be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the school ethos, aims and development/improvement plan



- Be aware of and support difference and ensure all students have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background
- Work as part of a team appreciating and supporting the role of other people in the team
- Attend and participate in meetings as required
- Assist with the supervision of students out of lesson times, including before and after school, if appropriate and within working hours
- Undertake personal development through training and other learning activities including performance management as required
- Accompany teaching staff and students on visits, trips and out of school activities as required
- Assist with the organisation, routines and upkeep of the wider learning environment

**Note** This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

CRITERIA	ESSENTIAL	DESIRABLE
<b>A. Education and training</b>	<ul style="list-style-type: none"> <li>GCSE qualification or equivalent in Maths/numeracy and English/literacy</li> <li>Evidence of Continuous Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to undertake appropriate first aid training</li> </ul>
<b>B. Skills and abilities</b>	<ul style="list-style-type: none"> <li>To have the ability to prioritise and organise own workload</li> <li>Relate to and work with others as a member of a team</li> <li>To have the ability to assist with the development and implementation of Individual Education Plans.</li> </ul>	
<b>C. Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Proven track record of working with children and young people</li> <li>Understanding of principles of child development, learning styles and independent learning</li> <li>Understanding of inclusion, especially within a school setting</li> <li>Working knowledge of relevant policies/codes of practice/legislation</li> <li>Understanding of statutory framework relating to teaching and learning</li> <li>Ability to relate well to children and adults</li> <li>To have experience and evidence of working with children with emotional and or behavioural issues</li> </ul>	<ul style="list-style-type: none"> <li>Experience of administrating and assessing routine primary tests as well as accurately recording achievement/progress and invigilate exams/tests.</li> </ul>
<b>D. Personal qualities</b>	Evidence of <ul style="list-style-type: none"> <li>the ability to relate to and motivate pupils</li> <li>the ability to listen to and understand others</li> <li>constant and consistent expectations of high standards</li> </ul>	
<b>E. Approach to work</b>	Evidence of <ul style="list-style-type: none"> <li>high motivation and professional commitment</li> <li>a flexible approach to working hours</li> <li>a commitment to pupil-centred education</li> <li>a commitment to involving parents as partners in the education process</li> <li>a commitment to and understanding of equality of opportunity</li> </ul>	

**Once in post, the post holder will:**

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;





**In addition, the post holder should have the ability to:**

- vocalise the school's vision and aspiration to be a world class school
- be flexible to adapt to change
- have excellent attendance
- be a role model and act as an ambassador for the school and Trust in and outside of the school by speaking positively about the school in the community; upholding a 'Commitment to Excellence' at all times; by dressing appropriately and smartly in a suit or smart skirt / dress / trousers and jacket.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment