**Job Title: Classroom Assistant**

**Salary: £17,007 - £17,391**

**Date of Description: 30/10/18**

**Reporting Relationships**

# Responsible to: Classroom Teacher and School Leadership Team

# Responsible for: Individual pupils and/or a small group of pupils and to support a Class Teacher in their duties

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**Main Purpose**

To work under the instruction/guidance of teaching staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom

**Key Duties and Responsibilities**

**Support to Pupils**

* Supervise and provide particular support for pupils ensuring their safety and access to learning activities
* Assist with the implementation of IEP’s and personal care programmes
* Establish constructive relationships with pupils and interact with them according to individual needs
* Promote the inclusion and acceptance of all pupils
* Maintain challenging and demanding expectations and promote self-esteem and independence appropriate to level of individual pupils
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
* To support pupils to interact positively with peers and with staff and engage in activities led by the teacher
* To supports pupils health and safety within and outside the school.

**Support to the Teacher**

* Provide clerical/administration support (e.g. photocopying, typing filing, etc.)
* Assist with the display of children's work
* Create and maintain an appropriate learning environment under the supervision of the teacher
* Under the direction of the teacher utilise strategies to support pupils in achieving learning goals.
* Monitors pupils responses to learning activities and accurately record achievement/progress as directed e.g. on IEP’s
* Promote good pupil behaviour, dealing promptly with conflict and incidents and encourage pupils to take responsibility for their own behaviour in line with established school policy.
* Establish positive and constructive relationships with parents / carers and participate in feedback sessions/meetings
* To provide feedback on the work, achievement and behaviour of pupils to teacher(s) and to other professionals whenever appropriate

**Support to the Curriculum**

* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
* Support the delivery of literacy/numeracy programmes, effectively utilising all learning opportunities to support pupil’s individual development.
* Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
* Prepare, maintain and use equipment/resources required to meet the lesson plans / relevant learning activity and assist pupils in their use

**Support to School**

* Be aware of and comply with school policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the school ethos, aims and development plan.
* Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils.
* Attend relevant meetings as appropriate (weekly staff meetings on Wednesday included)
* To participate in the schools continuous professional development scheme and performance management cycle
* Accompany teaching staff and pupils on visits, trips and out of school activities as required.
* Assist with the supervision of pupils out of directed lesson time, including playtimes and lunchtimes.
* There is the opportunity of participating in ‘Extended Schools’ clubs that carry additional payment if over normal working week.

**General**

* To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
* To abide by the objectives and targets of the School and Academy Council and follow the procedures and policies utilised in all aspect of school work.
* To be expected to comply with the Schools Code of conduct and expectations of accountability

**Person Specification for Classroom Assistant**

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| --- | --- | --- | --- | --- |
| Attributes | Requirements | | Essential/Desirable | Measurement |
| Qualifications/Experience | NVQ II or equivalent in teaching assistance or experience of working with and/or caring for children in specified age range/subject area and commitment to achieve (which can include accredited prior learning)  Working with pupils with Special Educational Needs  Requirement to complete appropriate Teacher Assistant Induction Programme  Willingness to participate in relevant training and development opportunities  Experience to be within an educational setting  Knowledge of strategies for working with pupils with SLD and Autism.  Willingness to undertake appointed person certificate in first aid administration | | Essential  Essential  Essential  Essential  Desirable  Desirable  Desirable | Application Form  Reference  Certificate |
| Knowledge / Skills | General understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area)  General awareness of inclusion, especially within a school setting  Effective use of ICT to support learning  Experience of resource preparation to support learning programmes  Use of other basic technology – video, photocopier  Ability to work effectively within a team environment, understanding classroom roles and responsibilities  Ability to build effective working relationships with all pupils and colleagues  Ability to promote a positive ethos and role model positive attributes  Ability to work with children at all levels regardless of specific individual need  Good personal numeracy and literacy skills  As the post involves working with children be able to demonstrate:   * Motivation to work with children; * Ability to form and maintain appropriate relationships and personal boundaries with children; * Emotional resilience in working with challengingbehaviours; and * Attitude to use of authority and maintaining discipline | | Essential  Essential  Essential  Desirable  Desirable  Essential  Essential  Essential  Essential  Essential  Essential | Application Form  Reference  Certificate |
| Personal Qualities | Candidates must demonstrate:   * High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their education achievements * Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners * Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work * Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice * Able to liaise sensitively and effectively with parents and carers, recognising role in pupils’ learning * Able to improve their own practice through observations, evaluation and discussion with colleagues * Excellent attendance and timekeeping | Essential  Essential  Essential  Essential  Essential  Essential  Essential | | Application Form  Reference  Certificate |

**MEASURED BY KEY:**

APP = Application form

ASS = Assessment activities

I = Formal interview

In addition to candidates’ ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Attitudes to the use of authority and maintaining discipline
* The post holder will be required to have an enhanced DBS check

**If a candidate is short-listed any relevant issues arising from his or her references will be taken up at interview.**

**The content of this job description maybe amended at any time following discussions between the Supervisor and the Senior Leadership, and will be reviewed on an annual basis. This job description is not prescriptive, nor necessarily a comprehensive definition of the post.**