

Job Title:	Classroom Assistant
Responsible to:	Principal via SENCO and Class Teacher
Terms and Conditions:	30 hours per week Term-time + 1 week 08:15 – 15:00

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

Under the direction of teaching and senior staff, work with individuals and groups to supervise the physical and general care of vulnerable students, support access to learning for students and provide general support to the teacher in the management of students and the classroom.

Key Areas of Responsibility

Support for Students

- To attend to the personal and social needs of students and any other special requirements depending on the nature of a student's special needs and wherever possible, making these part of the learning experience.
- Under agreed school procedures and in line with statutory guidance on supporting students at school with medical conditions, to give first aid/medicine where necessary
- Supervise and support students ensuring their safety and access to learning.
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all students and encourage students to interact with others and engage in activities led by the teacher.
- Be aware of student problems, progress and achievements, report to the teacher as agreed and undertake student record-keeping as requested.
- Support the teacher in managing student behaviour, reporting difficulties as appropriate.
- Provide clerical and administrative support as required.

Support for the Curriculum

- Support students to understand instructions and in undertaking literacy and numeracy tasks as directed by the Teacher.
- Prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
- To undertake exam access arrangements as needed.

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 students have equal access to opportunities to learn and develop.
- Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
- Accompany teaching staff and students in visits and out of school activities as required.
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Heads of School.

Safeguarding

- Respect confidential issues and keep confidence as appropriate.
- To keep up to date with the School procedures for safeguarding and child protection, reporting any concerns to senior designated person.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Role Profile & Person Specification



Person Specification

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> • Relational • Self-aware • Curious • Accepting • Empathetic • Reflective 	
Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills 	<ul style="list-style-type: none"> • Completion of DfES Teacher Assistant Induction Programme or equivalent experience.
Experience	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 1 year of experience working in a similar environment.
Skills/Knowledge	<ul style="list-style-type: none"> • Effective ICT skills with a knowledge of Microsoft Office • Effective verbal and written communication • Self motivated team member with the ability to work individually • Able to work on own initiative • Methodical and organised • Flexible and responsible approach 	<ul style="list-style-type: none"> • First Aid