



GENERIC JOB DESCRIPTION

DEPARTMENT/SCHOOL:

REF: E1688

POST TITLE: CLASSROOM ASSISTANT

GRADE: HBC2 SCP 3-4

REPORTS TO: Class Teacher

RESPONSIBLE FOR:

MAIN PURPOSE

To supervise and provide particular support for pupils, under the direction/instruction of teaching &/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management.

JOB PROFILE

SUPPORT FOR THE PUPIL

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
- Provide specific support to pupils dependant upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- To support children's emotional development and resilience.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- Provide intimate care when needed.

SUPPORT FOR THE TEACHER

- Provide minimal clerical/administration support (e.g. photocopying, typing filing, collecting money etc)
- Assist with the display of children's work

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Under the direction of the teacher utilise strategies to support pupils in achieving learning goals.
- To prepare materials and resources to support individuals, small groups and classroom activities.
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested - may be deleted if not appropriate to school need
- Administer tests and invigilate exams as appropriate to Key Stage.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents/carers.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
- Undertake 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 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 FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to 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/improvement plan.
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils, at lunchtimes, out of directed lesson time, including before and after school, if appropriate and within working hours
- Accompany teaching staff at lunchtimes. Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To have awareness of and adherence to all school safeguarding procedures and participate in training as appropriate.
- To assist in the general care of learning environment by keeping curriculum resources in classrooms and around school, tidy and in good order.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.