

Classroom Support Assistant Job Description

Job Title: CLASSROOM SUPPORT ASSISTANT

Service:

Responsible to:

Brief description of job:

The role of the Classroom Support Assistant is primarily to help to provide a happy, secure, caring and effective environment in which learning can best take place. The support provided is for the student, the teacher, the curriculum and the school. The role involves carrying out a range of tasks, under the direction of Headteachers, Teachers and Teaching Assistants, from contributing to the general care of students and helping to assist in the delivery and evaluation of specific curriculum

Below is an outline of the job. The references in brackets relate to National Occupational Standards. The performance criteria describe in more detail the level at which the job will be supervised.

Key Result areas:

Support for the Student:

By carrying out the following duties as directed by the Teacher or Instructor:

- 1 To establish and maintain relationships with individual students and groups. [3-2]
- 2 To provide care and support for individual students and small groups in formal, informal and new learning situations. This includes responding to health problems and helping the student with hygiene and personal/intimate care matters consistent with any individual daily care needs. [2-2, 3-11]
- 3 To enable students to participate in learning activities by providing support, as appropriate for their specific difficulties:
 - a) communication and interaction difficulties. [3-13]
 - b) cognition and learning difficulties. [3-14]
 - c) behavioural, emotional and social development needs. [3-15]
 - d) sensory and/or physical impairment. [3-16]
- 4 To help students develop their literacy and numeracy skills. This will also involve providing literacy and numeracy support to help them access wider aspects of the curriculum. [3-18-3-20]

Policy Document No: Per 1.1.1**Support for the Teacher(s) and Teaching Assistants**

By carrying out the following duties as directed by the class Teacher:

- 5 To assist the Teacher and Teaching Assistant in organising the learning environment, preparing and maintaining materials and resources. [2-1][3-5]
- 6 To support the delivery of the curriculum by taking responsibility for working with small groups or individuals, in a range of subjects and situations, under the direction and guidance of the teacher. [3-3]
- 7 To observe student performance, contribute to reports and maintain records as required, ensuring that confidentiality is maintained. [3-6][3-7]
- 8 To contribute to the planning and evaluation of learning activities. [3-8]
- 9 To support the use of information and communication technology in the classroom. [3-17]

Support for the School

- 10 To attend for work reliably and punctually.
- 11 To know where to access Hesley Group policies and to be aware of and follow their contents.
- 12 To promote positive behaviour by applying Hesley Group policy and implementing current programmes and strategies for all students with whom you work. This includes the use of appropriate physical interventions where necessary, having received training. [3-1]
- 13 To develop your own practice through the supervision and appraisal process, ensuring your training needs are identified and addressed. [3-4]
- 14 To use all communication channels effectively and attend meetings to support the smooth running of the education team. [3-21]
- 15 To develop and maintain positive working relationships with other professionals and parents by attending review meetings, establishing phone contact and contributing to written reports. [3-22]
- 16 To ensure that people with whom you have contact have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities, including the right not to be discriminated against, as set out in law and by Hesley Group policies.
- 17 To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

Policy Document No: Per 1.1.1**Health & Safety**

- 18 To contribute to the maintenance of a safe and secure learning environment. This includes taking the appropriate action in the event of an emergency. [3-10]

A duty exists (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to evaluate and take action to reduce the risks. It is expected that you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. Everything possible must be done to protect students and others from abuse of a physical, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

The contribution of this role:

By effectively carrying out this role, you will be contributing to a high-quality learning environment which will help to maximise the students' attainments. The education we provide will be further enhanced if you keep abreast of current developments in best practice and use them to address the students' needs in both educational and social contexts. This will make an important contribution to achieving Hesley Group's goals.

This organisation is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. Hesley Group, therefore, expects all staff and volunteers to share this commitment.

This post is subject to an enhanced level DBS Disclosure and Barring Check, including a check against the "Barred List" in respect of the Adults/Children's (delete as needed) Workforce.

Prepared by Human Resources Dept. Date: 19 November 2020

Jobholder Signed Date:.....

Manager Signed Date: