JOB DESCRIPTION

Job Title: Classroom Assistant

Grade: SCP 18-21

Job Location: Easington Lane Primary School

Directorate: Children’s Services

Responsible to: Headteacher

Contract: Fixed Term – Term Time Only, 37hrs per week.

Start Date: Feb 2019 till 31 August 2019

Purpose of Job:

* To support children’s learning and to share in the care and wellbeing of the children across the whole of school.
* To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
* To supervise children across the lunch time period including transportation to and from classrooms.
* To support individual and small groups of children in the curriculum to accelerate their learning.
* To be involved in the planning, development and delivery of intervention strategies.
* To observe and monitor pupils progress and adapt agreed approaches to their particular needs.
* Provide support and assistance for children’s pastoral needs (e.g. dressing, going to the toilet, the changing of nappies or the administration of an Epipen)
* To assist in the maintenance of children’s records.
* To promote the school’s values of Respect, Responsibility and Perseverance.

To undertake all of the following:

* Work as part of a team and assist the class teacher to ensure quality education for the children.
* To promote the development of numeracy, language and speech, including providing additional support to children with special needs or to bilingual learners, by working alongside the class teacher.
* Be aware of and support school policies and procedures.
* Liaise and plan with the teacher to support pupils in their learning
* Work or play with individuals/small groups of children by planning and carrying out relevant activities that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum, under the guidance of the class teacher.
* Assist the teacher by receiving instructions directly from professional or specialist support staff involved in the children’s education. These may involve social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.
* Report any concerns regarding children’s welfare or education, to the class teacher.
* Be aware of and identify safeguarding concerns, referring such matters to the appropriate designated person for further action.
* Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
* Assist with the reception and departure of children at the beginning and end of school sessions.
* Assist with maintaining good discipline throughout the school at all times, following school procedures. When directed escort and supervise pupils on planned visits/journeys.
* Assist with the preparation of resources e.g. photocopying, repairing books, filing of work, making games and the creation and mounting of displays for children’s work.
* Assist and attend with seasonal events e.g. parents evenings, concerts and festivals
* To show a commitment to school life by running an extra-curricular club.
* Attend appropriate staff meetings and training days/events as requested.
* Where possible meet with the teachers to discuss planning before covering classes.
* Contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils’ needs and interests.
* Monitor pupils’ responses to learning tasks and modify their approach accordingly.
* Monitor pupils’ participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learning.
* Communicate effectively and sensitively with pupils to support their learning.
* Promote and support the inclusion of all pupils in the learning activities in which they are involved.
* Use behaviour management strategies, in line with the school’s policy and procedures, which contribute to a purposeful learning environment.
* Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
* Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.

**Other Responsibilities:**

*The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.*

*The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.*

*The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.*

*The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.*

*The post holder must comply with the Councils Health and safety rules and regulations and with Health and Safety* legislation.