



Pond Meadow Academy Trust

Job Description

Title: Support Staff – Classroom Assistant

Job Purpose: To assist the teacher to maintain and develop the conditions that enable effective learning, safety and Safeguarding of pupils to take place.

Responsible to: Class Teacher, Phase Manager, Assistant Head/Deputy Head and Headteacher

Key Responsibilities:

Undertake Safeguarding training offered at the earliest opportunity, be aware of the importance of Safeguarding and participate actively in the Safeguarding of pupils and staff.

Be aware of the pupil's Individual Education Plan.

- Give support, as appropriate, for individual curriculum programmes according to the teacher's planning.
- Maintain agreed record keeping of pupil's progress.
- Give support and be involved with all class activities.
- Work within a multi-professional team.

Be aware of pupil's social, emotional and behavioural needs.

- Prepare pupils, give support and be involved with greeting routines, register, morning break, lunchtime arrangements and other transitions during the school day.
- Supervise children at playtimes and lunchtimes as required.
- Collect and take children to and from transport.
- Help children with the broad range of self help skills including care of personal belongings.

Maintain health and safety standards and a high level of hygiene.

- Undertake toilet routines and programmes, including the changing of soiled clothing and wiping up spillage as necessary.
- Prepare classroom for children ensuring arrangements for laundry and hygiene.
- Respond to and take care of children when unwell, including vomiting, dribbling or other various fluids.
- Support the Physiotherapist/ Occupational Therapist/Speech & Language Therapist or
- teacher in delivering individual therapy programmes.
- Assist in moving children and equipment around the classroom, including lifting/hoisting pupils.

Be aware of the importance of the pupil's learning environment.

- Set out and store appropriately all resources, materials, apparatus and equipment required for use by pupils and teachers.
- Prepare classroom for activities and tidy up afterwards.
- Check equipment for basic safety and report anything unsafe promptly.
- Fulfil all aspects of Job Specification in off-site settings, when appropriate.

Be aware of the home-school and other links.

- Develop communication with parents as a member of the class team.
- Retain confidentiality about all aspects of school life.
- Be aware of staff development and training within the school and participate in it when appropriate.
- Raise areas of individual staff development through the appropriate line manager.
- Undertake other related duties as requested by the Headteacher within the spirit and scope of this Job Profile.
- Be willing to work in any part of the school with pupils of any age or ability.

Arrangements regarding time.

The number of hours per week as defined by contract of employment is 31.

The allocation of time is 9:00 a.m. to 3.30 p.m. Monday to Friday (Tuesdays till 4:30pm and there is a school expectation that all staff will arrive ready and in time for the daily 8:55am staffing briefing).

Classroom Assistants are part of the whole school professional team. Those who are able and interested in voluntarily joining into parents evenings, supporting social events and fund-raising activities, will be most welcome.

This job specification may need to be adjusted periodically to reflect changing needs within the school or in the light of LEA/DFEE advice.

Classroom Assistant

Selection Criteria

Applicants will show by their application form, supporting note and (if shortlisted) their answers at interview the following strengths.

- Experience and knowledge of working in a special school.
- Experience and knowledge of delivering the teacher's planning and providing feedback.
- Experience and knowledge of supporting pupil's learning in a small group individual settings.
- Experience and knowledge of managing challenging behaviour as part of a class team.
- Experience and knowledge of dealing with specific medical needs.
- Experience and knowledge of delivering programmes from other professionals (e.g. speech therapist, physiotherapist etc).

The applicant should be:

- A good communicator.
- Reliable and resilient.
- Able to work in a team setting.
- Aware of health and safety issues.

- Aware of the importance of Safeguarding or willing to learn.