

JOB DESCRIPTION	
Job Title	Classroom Assistant
Salary Scale	Scale C
Hours of Work	35 hours per week
Weeks Worked	Term time plus 1 week
Responsible to	Assistant Principal
Location	Charles Darwin Primary Academy

### MAIN PURPOSE OF ROLE

- To work under the instruction/guidance of teaching/senior staff and within the overall ethos of the Academy, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special education needs.
- To enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

### ORGANISATIONAL RELATIONSHIPS

- Responsible to the Assistant Principal
- Direct liaison with Teachers, other support staff, health and educational specialists, parents, visitors and volunteers.

### PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil'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 pupils at school with medical conditions, to give first aid/medicine and accompany sick children home, or to a health centre or hospital as necessary, or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Assist with the planning of learning activities.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT learning activities and developing pupils' competence in its use.
- 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 pupils have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and accompanying teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Principal.

### **PERFORMANCE MANAGEMENT**

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

### **CONTEXT**

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### **MISCELLANEOUS**

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act 1998 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

## Job Description

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equal Opportunities Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and task, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.**

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		
Good numeracy/literacy skills	✓	
Completion of DfES Teacher Assistant Induction Programme or equivalent experience	✓	
NVQ 2 or equivalent in teaching assistance or equivalent experience	✓	
Training in the literacy/numeracy strategy	✓	
First Aid training in specific medical procedures	✓	
<b>Experience</b>		
Experience of working with or caring for children of relevant age	✓	
<b>Professional Skills and Attributes</b>		
Can use ICT effectively to support learning	✓	
Use of other equipment technology – video, photocopier	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
Ability to relate well to children and adults	✓	
<b>Knowledge and Understanding</b>		
Knowledge of relevant policies/codes of practice and awareness of legislation	✓	
General understanding of National Curriculum and other basic learning programmes	✓	
Basic understanding of child development and learning	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	