

JOB DESCRIPTION	
Job Title	Kickstart - Classroom Assistant
Salary Scale	National Minimum Wage
Hours of Work	25 hours per week - Fixed term contract 6 months
Responsible to	Principal
Location	Jane Austen College / Great Yarmouth Primary / Cobholm Primary/ Stradbroke Primary / Norwich Primary / Charles Darwin Primary / Great Yarmouth Charter / Hewett / Thetford

This role is designed to support the postholder to develop skills and to be work ready at the end of the six months fixed term contract.

MAIN PURPOSE OF ROLE

- Under the direction and supervision of teaching or senior staff work with individuals and groups to supervise physical and general care of pupils.
- Provide general support to the teacher in the management of pupils and the classroom.

ORGANISATIONAL RELATIONSHIPS

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

PRINCIPLE 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 making these part of the learning experience.
- To give first aid/medicine where necessary and in line with school procedures and statutory guidance.
- Where necessary accompany sick children home or to a health centre or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities led by the teacher.

- Prepare the classroom for lessons as directed by the teacher and clear afterwards.
- Assist with the display of pupils' work.
- Be aware of pupil problems, progress and achievements, report to the teacher as agreed and undertake pupil record-keeping as requested.
- Support the teacher in managing behaviour, reporting difficulties as appropriate.
- Provide clerical and administrative support by photocopying, typing, filing and collecting money.
- Support pupils to understand instructions and in undertaking literacy and numeracy tasks as directed by the teacher.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use, including the use of basic ICT as directed.
- 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 differences and ensure all pupils have equal access to opportunities to learn and develop.
- Attend relevant meetings as required and participate in training and other learning activities and performance development.
- Assist with the supervision of pupils out of lesson times, including before and after school. Accompany teaching staff and pupils in visits and out of school activities as required.
- Undertake other similar duties and activities that 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 Strategic 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 2018 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.



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 Equality and Diversity 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 tasks, 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
Qualifications		
Good numeracy/literacy skills/GCSE grade C (or NVQ 2 equivalent) in Maths and English	✓	
Completion of DfES Teacher Assistant Induction Programme or equivalent experience		✓
First Aid training in specific medical procedures		✓
Experience		
Experience of working with children of relevant age		✓
Professional Skills and Attributes		
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	✓	
Knowledge and Understanding		
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	