

## Tidbury Green School

### Job Description – Classroom Support Assistant

Name .....

#### Job Purpose

- To become a positive and committed member of the Tidbury Green staff playing a full role in the educational, social and moral development of all pupils in the school.
- To complement the professional work of teachers by taking responsibility for agreed learning activities.
- To work with and support the education and general progress of the pupils in your care (where applicable it may be a named pupil(s)).

#### General Duties and Responsibilities

Having regard to school policies you will:

1) To provide for the education and welfare of the children.

- By providing appropriate levels of support and intervention to enable the pupils to reach their full potential and/or access the mainstream curriculum.
- To know how to support learners in accessing the curriculum in accordance with the SEND Code of Practice and disabilities legislation. To know how other frameworks that support the development and well-being of children impact upon their practice.
- To recognise and respect the contribution that parents/carers can make to the development of well-being of pupils.
- To be aware of, comply with and assist with the development of policies and procedures relating to safeguarding, child protection, health and safety, equality of opportunity, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- By assisting the class teacher in making available to the pupils all aspects of the daily routine.
- By sharing in the corporate responsibility for the well-being of the pupils within the group or the class.
- To develop positive and productive relationships and communicate effectively and sensitively with pupils, colleagues and parents/carers. To establish constructive relationships and communication with other agencies and professionals in liaison with key staff to support the achievement and progress of pupils.
- Where applicable, support individual pupils to ensure their full inclusion and social integration with their peers.
- To promote the inclusion and acceptance of all pupils within the school environment and to know how to contribute to effective personalised provision to taking practical account of diversity.

- To use effective strategies to promote positive behaviour and to support pupils in taking responsibility for their learning and behaviour to promote independence and employ strategies to recognise and reward achievement of self-reliance.
  - To encourage and enable pupils to interact and work co-operatively with others and engage in activities.
  - To be vigilant in the health and well-being of all pupils in their care.
  - Support the maintenance of pupil's safety and security.
  - To promote equal opportunities within the school.
  - To actively promote and support the safeguarding of children and young people in the workplace, ensuring that the school's policies are always followed and applied
  - To be aware of and promote pupil's respect of diversity and ensure all pupils have equal access to opportunities to learn and develop.
  - To help foster a positive ethos in the setting which reflects the school's values 'Together Stronger, Honesty, Independence, Never Give Up and Kindness and Courtesy Counts'.
  - To help develop a love of learning and a culture of reading.
  - Promoting good role models who demonstrate excellent behaviour of all pupils within the setting.
  - Provide strong, confident classroom experience and expert teaching and learning for small groups of children. Ability to manage a class of pupils for short teaching episodes where needed. Be relied upon to support the needs of the teaching and learning team.
- 2) To work co-operatively alongside the class teacher/SENCO with the planning and preparing in advance for all teaching sessions they are involved in.
- To organise and manage an appropriate learning environment and resources and to contribute to display and preparation where applicable.
  - To understand the objectives, context and intended outcomes of the learning activities in which they are involved.
  - With the support of key staff, plan challenging teaching and learning opportunities with ongoing evaluations and which can be adjusted prior to or during lessons to meet the needs of the pupils.
  - To use ICT effectively to support leaning activities and develop pupils' competence and independence in its use.
  - To feedback to pupils and staff in relation to progress and achievement.
  - To prepare timely input for termly reports/targets for individual pupils, when asked.
  - To assess the needs of pupils and use your detailed knowledge of them to support their learning.
  - To maintain accurate records on individuals, when asked by observing, monitoring and completing assessments.
  - Keeping the class teacher informed of progress and noteworthy points.

- To follow the school's behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- 3) To be an active member of the school team and to promote the positive ethos of the school
- To act as a good role model that demonstrates the positive values, attitudes, behaviour and setting high expectations for pupils.
  - To contribute to the overall ethos, work aims of the school.
  - To be aware of, comply with and assist with the development of policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
  - All staff have a responsibility to promote your own and others, including pupil's mental health and to report to SMT any concerns.
  - To promote equal opportunities within the school
- 4) To attend appropriate training sessions and take responsibility for your own continued development.
- To attend and participate in regular meetings when appropriate.
  - To participate in training and other activities as required.
  - To recognise own strengths and areas of expertise and use these to support advise and support others.
  - Be responsible for you own personal Health and Safety as well as complying with the Data Protection Act.
  - All staff are expected to follow the LA Code of Employee Conduct policy
  - To follow any instructions given by the Headteacher or to complete any additional tasks as deemed appropriate to the role.

#### Review and Amendment

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or post holder but only after full consultation with the post holder. It will be signed if agreement has been reached.

#### Complaints

If, following review and amendment agreement is not reached, the appropriate procedure should be used for the settling of any disputes.

To Whom Responsible: School Leadership Team

Signed Teaching Assistant/Special Support Assistant .....

Date .....

Headteacher's Signature .....

