**PERSON SPECIFICATION**

**CLASSROOM SUPPORT ASSISTANT**

**EXPERIENCE**

1. Experience of working with or caring for school-age children.

**QUALIFICATIONS**

1. Good numeracy and literacy skills.
2. Successful completion of an NVQ 2 in childcare and education (or any equivalent or higher qualification) or be willing to undertake this or an equivalent programme.

**KNOWLEDGE AND SKILLS**

1. Ability to relate well to children and adults.
2. Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
3. Ability to work successfully with pupils who have special educational needs, including those who have behaviour support needs.
4. Ability to use basic technology effectively, eg computer,video, photocopier.

**JOB DESCRIPTION**

**Position Title:** CLASSROOM SUPPORT ASSISTANT

**Grade**: SCALE 4

**Responsible to**: THE HEADTEACHER

**Main Purpose:** To work under the direct instruction of teaching/senior staff usually within the classroom or other learning areas, to support pupils in their learning and to provide general support to the teacher in the management of pupils and the classroom.

**Main Duties:**

**SUPPORT FOR PUPILS**

* Attend to pupils’ personal needs, and implement related personal programmes, including social, health, physical, behavioural, hygiene, first aid, medical and welfare matters
* Supervise and support pupils ensuring their safety and access to learning in all environments (including the hydrotherapy pool)
* 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 pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Encourage pupils to act as independently as appropriate

**SUPPORT FOR THE TEACHER**

* Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil’s work
* Be aware of pupil problems/progress/achievements and report to the teacher as agreed
* Undertake pupil record keeping as requested
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
* Gather/report information from/to parents/carers as directed
* Provide clerical/admin support e.g. photocopying, typing, filing,

collecting money etc

**SUPPORT FOR THE CURRICULUM**

* Support pupils to understand instructions
* Support pupils in respect of local and national learning strategies, as directed by the teacher
* Support pupils in using basic ICT as directed
* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

**SUPPORT FOR THE SCHOOL**

* 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
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
* Accompanying teaching staff and pupils on visits, trips and out of school activities as required

**CSA Scale 4 - CONTRACTUAL HOURS**

**Contracted hours will be:** 32.5 hours per week for 39 weeks per year

**Regular weekly hours will be:**

8.30 am – 3.45 pm Monday -Thursday

8.30 am – 3.30 pm Fridays

with attendance required at approximately 18 staff meetings per annum.

These take place on Monday afternoons, finishing at 4.30pm