**LINDON BENNETT SCHOOL**

**PERSON SPECIFICATION**

**CLASSROOM SUPPORT ASSISTANT WITH PROVEN EXPERIENCE OF EXPERTISE IN EFFECTIVE POSITIVE BEHAVIOUR INTERVENTION**

**(Scale 4)**

**EXPERIENCE**

1. Proven experience of working effectively with primary aged children who have severe learning difficulties as well as having a diagnosis of Autism and associated challenging behaviours.

**QUALIFICATIONS**

1. Good numeracy, literacy and IT skills.
2. Equivalent to GCSE Grade C/4 or above in English and Maths.
3. Successful completion of an NVQ 2 in supporting teaching and learning in the classroom (or any equivalent or higher qualification) or be willing to undertake this or an equivalent programme.
4. Team Teach (or equivalent) qualification

**KNOWLEDGE AND SKILLS**

1. Ability to be pro-active in supporting pupils who show challenging behaviour using a positive behaviour support approach.
2. Ability to be calm and resilient when facing challenging behaviour.
3. Ability to relate well to and build positive relationships with children and adults.
4. Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
5. Ability to work successfully with pupils who have special educational needs, particularly those who have behaviour support needs.
6. Ability to use basic technology effectively, e.g. 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 on either site, to support pupils in their behaviour and 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
* Support pupils with their behaviour, following positive behaviour approaches, working as a 1:1 or as part of a team
* 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 will take place on Monday afternoons, finishing at 4.30 pm