



## JOB DESCRIPTION

**POST TITLE:** Classroom Assistant – Special Educational Needs

**28.50 Hours Per Week -Three posts**

**RESPONSIBLE TO:** The Principal through Head of Support Services /SENCo

**Status :** Part-Time

**Contract Options :** All Year Round (E.g. 52 week contract)

**Hours per Week :** 28.50 hours per week for each post.

**Working Pattern :** Monday – Friday 9.00 am - 3.20pm

**Grade/Scale :** Classroom Assistant (Special Educational Needs) | NJC pts 5 - 6 | £12.5190 - £12.7284 per hour

### JOB PURPOSE:

Under the direction of the class teacher/SENCo, to assist with the educational support and the care of the pupil(s) with special educational needs who is/are in the teacher's care in or outside the classroom.

### MAIN DUTIES AND RESPONSIBILITIES:

The precise duties of the post will be determined by the Principal/Head of Support Services/SENCo.

#### 1. SPECIAL CLASSROOM SUPPORT

- 1.1 Assist the teacher with the support and care of pupil with special educational needs e.g. enable access to the curriculum, attend to personal needs including dietary, feeding, toileting etc.
- 1.2 Develop an understanding of the specific needs of the pupil to be supported.
- 1.3 Assist with authorised programmes (e.g. Education Plan, Care Plan), participate in the evaluation of the support and encourage the pupil's participation in such programmes.
- 1.4 To contribute to the inclusion of the pupil in the school under the directions of the class teacher/SENCo.
- 1.5 Assist with operational difficulties and non invasive medical/clinical difficulties pertaining to pupil disabilities.
- 1.6 Support in implementing behavioural management programmes as directed.
- 1.7 Assist pupil in moving around school and on and off transport.

## **2. GENERAL CLASSROOM SUPPORT**

- 2.1** Assist pupil to learn as effectively as possible both in group situations and on their own by assisting with the management of the learning environment through:
- clarifying and explaining instruction;
  - ensuring the pupil is able to use equipment and materials provided;
  - assisting in motivating and encouraging the pupil as required;
  - assisting in areas requiring reinforcement or development;
  - promoting the independence of the pupil to enhance learning;
  - helping the pupil stay on work set;
  - meeting physical/medical needs as required whilst encouraging independence;
- 2.2** Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
- 2.3** Establish a supportive relationship with the pupil concerned.
- 2.4** Prepare and produce appropriate resources to support the pupil.
- 2.5** Supervise groups of pupils, or individual pupils on specified activities including talking and listening, using ICT, extra curricular activities, and other duties, as directed by the class teacher/SENCo.
- 2.6** Under the direction of the teacher, and following an appropriate risk assessment, assist with off-site activities.
- 2.7** Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing, toileting etc.
- 2.8** Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.
- 2.9** Ensure as far as possible a safe environment for pupils.
- 2.10** Report to the class teacher any signs or symptoms displayed which may suggest that a pupil requires expert or immediate attention.

## **3. ADMINISTRATION**

- 3.1** Assist with classroom administration.
- 3.2** Assist the class teacher/SENCo and/or other professionals with the implementation of the system for recording the pupil's progress.
- 3.3** Contribute to the maintenance of the pupil's progress records.
- 3.4** Provide regular feedback about the pupil to the teacher/SENCo.
- 3.5** Duplicate written materials, assist with production of charts and displays, record radio and television programmes, catalogue and process books and resources.

## **4. OTHER DUTIES**

- 4.1** Attend relevant in-service training.
- 4.2** Assist work placement students with practical tasks.
- 4.3** Such other duties as may be assigned by the principal/Head of Support Services/SENCo within the level of the post.

**PERSONNEL SPECIFICATION – Classroom Assistant**

	<b>Essential Criteria</b>
<b>Qualifications/ Professional Membership</b>	Hold a minimum of a Level 3 childcare qualification as approved by EA (A list of approved qualifications is available to download from the EA website <a href="http://www.eani.org.uk">www.eani.org.uk</a> )
<b>Skills / Abilities</b>	Evidence of a working knowledge of information technology systems including:  Evidence of an ability to work flexibly and creatively to help ensure a child-centred learning experience  Highly effective interpersonal and communication skills  Proven team working and collaborative skills  Evidence of effective planning and organising skills to ensure work is completed on time to the required standard  The ability to use Microsoft Word and Outlook, and/or  C2K schools IT systems
<b>Knowledge</b>	Demonstrable knowledge of the following: <ul style="list-style-type: none"><li>• The requirements of a Classroom Assistant (special educational needs)</li><li>• Child development issues</li><li>• Health and safety requirements, relevant to the role</li></ul>

	<b>Desirable Criteria</b>
<b>Experience</b>	Have a minimum of six month's experience of working with a child/children in a formal learning environment e.g. school, nursery or playgroup