

ATTLEBOROUGH ACADEMY JOB DESCRIPTION

CLASSROOM ASSISTANT

Line Manager:	SENCO
Salary:	Attleborough Academy Support Staff Salary Scale: <ul style="list-style-type: none">• FTE £21,575 - £21,968 per annum• Pro Rata £16,024 to £16,612 per annum
Residential Status:	Non-Resident

THE POST

Under the guidance of teaching/senior staff or SENCO, to work with an individual student to support their access to and attitudes to learning and progress whilst promoting their independence. The Classroom Assistant will support a specific student with a physical disability.

Attleborough Academy is a popular, 11 to 18 Academy which is continually developing to meet the demands of providing the highest quality education for all students. The Academy has recently joined the Sapientia Education Trust (SET) which is an exciting and important development for the school. The SET are committed to bringing like-minded schools together to work in partnership to develop a world class education. This merger promises to bring multiple benefits in terms of teaching and learning and new opportunities for students and staff.

We are an inclusive, friendly and effective learning community with high aspirations and a reputation for innovation. Excellent relationships between students and staff are at the heart of the ethos of the Academy and are often commented on by those who visit the Academy. The Academy is a hardworking and caring community of people with high standards and high expectations. Our core values are Commitment, Acknowledgement, Respect and Excellence (CARE). CARE therefore has a genuine meaning within our Academy as we want the Academy to be a place where these values are seen in all aspects of our work together.

Attleborough Academy is member of the Sapientia Education Trust (SET), which is currently led by the CEO.

On appointment, the successful candidate will be required to complete a six-month probationary period.

PERSON SPECIFICATION

The personal competencies expected of a Classroom Assistant are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others.
- Willingness to accept responsibility for your own actions, the ability to prioritise effectively, meet deadlines and accept challenges.
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team.
- Self-motivated and able to motivate others.
- Committed to safeguarding and promoting the welfare of children and young people.
- A commitment to Equal Opportunities.

The essential professional competencies expected of a Classroom Assistant are:

- English/Literacy and Maths/Numeracy qualifications at Level 2 or equivalent.
- NVQ 3 or equivalent in teaching assistance or equivalent experience.
- Educated to at Least Level 3.
- Experience of working with children of the relevant age in a school, college, care, health service, social care or youth environment.
- Can use ICT effectively to support learning and the use of other technology.
- Full working knowledge of the National Curriculum and other relevant learning programmes.
- Understanding of principles of child development and learning processes.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding roles and responsibilities and their own position within these.
- Excellent communication skills both written and oral.
- Committed to supporting student success.
- Self-motivated and able to motivate others.
- Good interpersonal skills.
- Committed to safeguarding and promoting the welfare of children and young people.
- A commitment to Equal Opportunities.
- Flexible to work outside normal hours and days when necessary.

The desirable professional competencies expected of a Classroom Assistant are:

- Other relevant qualifications e.g. Foundation Degree in Education.
- NVQ in Supporting Teaching and Learning.
- Training in the literacy/numeracy strategy and/or in a particular curriculum or learning area e.g. bilingual sign language, dyslexia, ICT, Maths, English.
- First Aid training in specific medical procedures.
- Experience of working with children with challenging behaviour.
- An excellent understanding of ASD, social communication difficulties, social, emotional and mental health needs and strategies that may be effective students with these needs.

- De-escalation training (preferably Norfolk STEPS).

JOB SPECIFICATION

General Responsibilities

To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:

- Equal Opportunities
- Health, Safety & Welfare
- Child Protection
- Data Protection
- Risk Management
- Restraint Training

To undertake any other similar duties of this level as required by the Executive Principal/Leadership Team, including providing clerical/admin support as required.

The post-holder will be required to comply with the Attleborough Academy Code of Conduct for Staff and Volunteers.

Attleborough Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

- To carry out learning activities with a student under the teacher's guidance and adjusting the activities according to student responses.
- To monitor a designated student's responses to learning activities and provide detailed and regular feedback to teachers on the student's progress and to provide feedback to the student under the guidance of relevant teachers.
- To help prepare and maintain an orderly and supportive environment in classrooms and throughout the Academy, including assisting with learning activities, setting up required equipment/resources where appropriate and assisting with supervisory duties.

- To administer intervention packages under the direction of the teacher, senior staff or the SENCO.
- To assist with the supervision of an individual student out of lesson times, including before and after school and accompany teaching staff and the student on visits, trips out and out of school activities as required.
- To promote excellent student behaviour, dealing promptly with conflict and incidents using de-escalation in line with established policy and encourage the student to take responsibility for their personal behaviour. Restraint may be necessary (training will be provided). Should these incidents involve any form of abuse of equal opportunities, to ensure those involved understand that it is unacceptable.
- To foster and maintain constructive and supportive relationships with parents and carers, exchanging appropriate information, facilitating their support for their child's behaviour, attendance, progress, access and attitude to learning and supporting home to school community links.
- To provide support and assistance for the student's pastoral needs. These may include help with dressing, caring for the sick, injured and distressed student, giving First Aid/medicine or accompanying the student to a health centre or hospital as necessary.
- To be aware of and comply with policies regarding safeguarding, health and safety, confidentiality and Data Protection and equality in the workplace, manual handling and complete all mandatory training around these topics.
- To attend to the personal and social needs of the student and any other special requirements depending on the nature of the student's Special Educational Needs and wherever possible, making these parts of the learning experience.
- To provide physical support and maintain personal equipment used by the student at the Academy.
- To assist teachers by receiving instructions directly from professional or specialist support staff involved in the students' education and assist with programmes or special care under the direction of the appropriate specialist. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.
- Any other duties commensurate with the grade and level of responsibility of this post.

HOURS OF WORK

Working weeks	Term Time only
Hours per week	32.5 hours per week
Normal Working Pattern	Mon – Fri 08:30 – 15:30 (30 minute unpaid break)
Unpaid Breaks	30 minutes lunch break
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.

REMUNERATION

Salary Details:

Points 5 – 6 of the Attleborough Academy Support Staff Salary Scale:

- FTE £21,575 - £21,968 per annum
- Pro Rata £16,024 to £16,612 per annum

Annual holiday entitlement for full-time support staff is 34 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

The post-holder will be entitled to join Attleborough Academy's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Attleborough Academy employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Attleborough Academy's Performance Management programme.