

Job Description and Person Specification

Classroom Assistant

Job details	
Job title	Teaching Assistant
School	The Federation of North Walsham Infant and Junior Schools
Grade	SCP
Responsible to	Responsible to the Headteacher or Year Group Leader/ Higher Level Teaching Assistant but works to and with a qualified teacher on a day to day basis.
Effective date	September 2022

Role and context
Job purpose Under the direction/instruction of teaching/senior staff: work with individuals/groups to supervise physical/general care of pupils, including those with SEND; support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
Context Job Family: Classroom and Pastoral
Other Job Information (e.g. any special factors or constraints) Liaise with teachers and other support staff and appreciate/support the role of other professionals. As directed, liaise with parents and volunteers.

Principal Accountabilities	
Accountability	Order of importance (1 = most important etc)
Support for pupils	
To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.	1

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Principal Accountabilities (Continued)	
Accountability	Order of importance
Under agreed school procedures and in line with statutory guidance on supporting pupils at school with medical conditions, to give first aid/medicine where necessary; assist with programmes of special care such as speech therapy, under the direction of the appropriate specialist.	2
Supervise and support pupils ensuring their safety and access to learning.	3
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 all pupils and encourage pupils to interact with others and engage in activities led by the teacher.	4
Record any behaviour or safeguarding concerns on our online recording system, CPOMS	5
Support for the teacher	
Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.	6
Be aware of pupil problems, progress and achievements, report to the teacher as agreed and undertake pupil record-keeping as requested.	7
Support the teacher in managing pupil behaviour, reporting difficulties as appropriate on CPOMS	8
Provide clerical and administrative support by photocopying, typing, filing and collecting money.	9
Support for the curriculum	
Support pupils to understand instructions and in undertaking literacy and numeracy tasks as directed by the teacher.	9
Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use, including the use of basic ICT as directed.	10
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.	11
Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.	12
Attend relevant meetings as required and participate in training and other learning activities and performance development as required.	13
Assist with the supervision of pupils out of lesson times, including before and after school. Accompany teaching staff and pupils in visits and out of school activities as required.	14

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Supervision of children in all areas of the school at lunchtimes, including as directed by members of the Senior Leadership Team in order to ensure the safety and good behaviour of the children.	15
Supervision of children during the lunch period to ensure that a good atmosphere is maintained. Playing and leading games with children on the playground.	16
Provide First Aid within the limits of their qualifications.	17

Principal Accountabilities (Continued)	
Accountability	Order of importance
Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.	18

Person specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • Good numeracy/literacy skills; • Participate in development and training opportunities. 	<ul style="list-style-type: none"> • Completion of DfES Teacher Assistant Induction Programme or equivalent experience
Experience	
<ul style="list-style-type: none"> • Working with or caring for children of relevant age. 	
Skills/knowledge	
<ul style="list-style-type: none"> • Use basic technology - computer, video, photocopier; • Ability to relate well to children and adults; • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. 	<ul style="list-style-type: none"> • First Aid training and a relevant qualification/certificate

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General information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.