

**Job Description - Classroom Assistant**

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

**As a member of staff at Bridgewater Park you will be committed to our Core Power Values –**

**1.** We will treat everyone with kindness and always engage in learning.

2. We will explain and elaborate our ideas and have high aspirations.

3. We will have resilience and get the job done.

4. We will act with integrity at all times.

5. We will promote collaboration through teach and support.

6. We will actively listen, follow instructions and always have respect.

**Core Purpose:**

* To complement teachers’ delivery of the national curriculum and contribute to the development of pupils and school policies and strategies.
* To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources.
* To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

**Main Duties**

**Planning**

* Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
* Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with school policies and procedures.

**Teaching and Learning**

* Provide detailed verbal and written feedback on lesson content, following the schools Feedback and Marking Policy and pupil behaviour, to teachers.
* Motivate and progress pupils’ learning by using clearly structured, interesting teaching and learning activities.
* Be familiar with lesson plans, support plan targets and learning objectives.
* Implement intervention programmes as required.
* Support the use of IT in teaching and learning.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Promote and support the inclusion of pupils, including those with specific needs, both in learning activities and within the classroom.
* Use behaviour management strategies, in line with the school’s policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
* In accordance with arrangements made by the Principal, assist pupils learning in a range of classroom settings, including working with individuals and small groups.
* To work with the teacher to establish an appropriate learning environment.
* Organise and safely manage the appropriate learning environment and resources.
* Promote and reinforce pupil’s self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
* Assist the class teacher in encouraging acceptance and integration of pupils with special needs, or from different cultures and/or with different first language.
* Support the role of parents in pupils’ learning and contribute to meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

**Monitoring and Assessment**

* With teachers evaluate pupils’ progress through a range of assessment activities.
* Assess pupils’ responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.

**Development**

* Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

**Behavioural and Pastoral**

* Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
* Establish productive working relations with pupils, acting as a role model and setting high expectations.
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with the established policy and encourage pupils to take responsibility for their own behaviour.
* Understand and implement school child protection procedures and comply with legal responsibilities.
* Assist in maintaining good discipline of pupils throughout the school and escort and supervise students on planned visits and journeys.
* Administer first aid as appropriate including medicine (if trained).
* Provide support and assistance for pupil’s pastoral needs.
* Provide physical support and maintain personal equipment used by the pupils at the school.
* Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child’s attendance, access and learning, and supporting home to school and community links.
* Supervise pupils at times other than during lessons according to the schools duty arrangements.
* Assist teachers by receiving instructions directly from professional or specialist support staff involved in the pupil’s education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists.

**General**

* Any other duties required by the class teacher, Vice Principal or the Principal, which is in the scope of the post.
* At all times carry out duties with due regard to the school’s Health and Safety policy.
* To work within and encourage the school’s Equal Opportunity policy and contribute to diversity policies.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

This job description will be reviewed at least annually as part of the Performance Management programme. The Principal may modify it after consultation at any time to reflect or anticipate changes in the job, commensurate with the salary and job title.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_