

JOB DESCRIPTION

Title:	Class Support Assistant
Grade:	5
Responsible to:	Classroom Teacher
Responsible and Accountable for:	Assisting the teachers and HLTA's in the delivery of teaching and learning activities; Personal hygiene requirements of the students; The Health and Safety of all using the school or whilst out on visits; Safety and wellbeing of all students and work colleagues.
Purpose:	To work under the direct instruction of Teaching/HLTA staff; Support students' learning and care needs; Support the Teacher/Senior support staff in the management of students, including their behaviours; Support in the management of the classroom/teaching and learning areas.

Main Duties and Responsibilities:

To assist the teacher in managing pupil behaviour in the classroom and during breaks/lunchtimes identifying and reporting any difficulties;
To prepare and clear-up classroom activities for lessons including assisting with displaying pupils' work;
Accompany school staff on educational visits;
Accompany and support students on work placements;
To work in other schools to support students on inclusion work, certification and accreditation work;
Support students to understand instructions;
Support students with their learning and learning aids;
To follow and observe all matters of school procedures and protocols;
To follow and observe all matters pertaining to the health and safety of all at the school and on visits;
To provide clerical support to the class teacher including, but not exclusively:

- photocopying and collating documents
- obtaining information from parents/carers
- typing/basic word processing
- filing and sorting documents
- collecting money
- distributing letters

To attend to the pupils' personal needs including social, health, physical, hygiene and general welfare ensuring their safety and access to learning by responding to individual needs, including but not exclusively:

- toileting;
- nappy changing;
- clearing-up of body fluid spills.

The post holder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post and in particular as contained in the employer's guide entitled 'School Support Staff - The Way Forward' commensurate up to and including Level 2.

Updated:	Nov 2020
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