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Halsnead Primary School

*Part of The Heath Family (NW)*

Role Specification

**Post Title:** Classroom Support Assistant

**Accountable to:**  Executive Principal and Head of School

**Overall purpose of the post:**

To work under the direct instruction of Teaching/Senior Staff usually in the classroom with the teacher to provide general support to the teacher and the provision of physical and general care in the management of a named SEN child to fulfil the expectations of their EHCP or High Needs Funding Plan. To undertake the general duties of a Teaching Assistant for pupils and the classroom.

**Main Duties and Responsibilities:**

**Support for Pupils**

* Establish good working relationships with pupils, acting as a role model.
* Be aware of and respond appropriately to individual pupil needs.
* Promote inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Encourage pupils to act independently as appropriate.
* Support in the socialisation and behaviour management of the named child

**Support for the Teacher**

* Provide minimal clerical/administration support (e.g. photocopying, typing filing, collecting money etc)
* Assist with the display of children's work
* Prepare classroom as directed for lessons and clear afterwards
* Report pupil achievements, progress and issues to the appropriate person in agreed format.
* Undertake pupil record keeping as requested
* Assist in the management of pupil behaviour in line with school policy and ensure reports are made in agreed school format
* Gather/report basic information from/to parents/carers as directed.

**Support for the Curriculum**

* Prepare and maintain equipment and resources as directed
* Assist pupils in the use of appropriate resources within appropriate lesson plan

**Supplementary Support:**

1. To follow all Child Protection and safeguarding policies and procdures to ensure the safety of the children in your care.
2. Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.
4. Contribute to the overall ethos/work/vision and values of The Heath Family (NW)
5. Attend and participate in meetings outside of normal working hours.
6. Participate in training and other learning activities as required.
7. Recognise own strengths and areas of expertise and use these to advise and support others.
8. Other duties agreed from time to time by the post holder with their Line Manager.
9. Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

**Notes:**

This role specification is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

E = Essential, D = Desirable

**SKILLS**

* Ability to work effectively within a team environment, understanding E

classroom roles and responsibilities

* Ability to build effective working relationships with all pupils and colleagues E
* Ability to promote a positive ethos and role model positive attributes E
* Good personal numeracy and literacy skills E

**KNOWLEDGE & UNDERSTANDING**

* Awareness and basic understanding of school curriculum (within specified E

age range or subject area)

* Basic awareness of inclusion, especially within a school setting E
* Understanding of basic technology - computer, video, photocopier D
* Experience of working with &/or caring for children (within specified age range). E
* Above within an educational setting
* Knowledge and understanding of ASD D

**QUALIFICATIONS**

* Requirement to complete appropriate Teacher Assistant Induction Programme E
* Willingness to participate in relevant training and development opportunities E
* Willingness to undertake appointed person certificate in first aid administration. D

**PROFESSIONAL VALUES AND PRACTICE**

Must be able to demonstrate all of the following:

* High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
* Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.
* Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work.
* Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice
* Able to liaise sensitively and effectively with parents and carers, recognising role in pupils’ learning.
* Able to improve their own practice through observations, evaluation and discussion with colleagues.