



Beaumont Hill Academy

THE EDUCATION VILLAGE ACADEMY TRUST

<u>POST TITLE :</u>	Classroom Support Assistant 18.75 hours per week Term Time only (46 weeks per year)
<u>GRADE :</u>	Band 2 SCP 4
<u>REPORTING RELATIONSHIP</u>	The post holder will be a member of a multi-disciplined team, under the leadership and supervision of a Level 4 Teaching Assistant and/or teacher.
<u>JOB PURPOSE :</u>	Under the direction/instruction of senior staff: support with the care and welfare of children within the school and assist with the maintenance of a safe environment for pupils.
<u>POST NO.</u>	

MAIN DUTIES/RESPONSIBILITIES

Supervise and direct pupils at all times.

Assisting with the care of sick children and those suffering from minor injuries.
(Appropriate training will be given)

Liaison with appropriate staff re specific pupil needs (feeding/ toilet programmes)

Helping as and when necessary with children at mealtimes who may have difficulty or are unable to feed themselves

Assisting students to clear and wipe tables.

Supervision of students at lunchtime anywhere on the school site. This will include duties in the dining area.

Seeing to the personal care of those pupils who require full welfare support (Hoist training and lifting and handling)

Encouraging independence and self help skills in the bathroom.

Maintain toileting records where necessary



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Monitoring the necessary resources and informing manager of requirements

Helping as and when necessary to remove and replace the children's outer clothing / aprons.

Assisting in play activities – promoting social skills

Encouraging independence and self-help skills and good standards of hygiene and personal cleanliness in children through practical assistance, social training and by providing a positive role model.

Promoting care of equipment and the environment

Support the teacher by

Assisting teachers in the preparation of activities including display

Discouraging dangerous play, poor behaviour and unacceptable language, reporting concerns to line manager

Accompanying school parties on educational visits when required

Encouraging acceptance and inclusion of children with special needs

Monitoring the needs and behaviours of individual children and reporting these to their designated supervisor as appropriate.

Contributing to records of the children's development as are required by the school.

Being aware of pupil problems/progress/achievements and report to the teacher as agreed.

Support the school by

Being aware of the schools policies and procedures.

Being 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.

Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Contributing to the overall ethos/work/aims of the school.

Attending relevant meetings as required.



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Participating in training and other learning activities and performance development as required.

Assisting with the supervision of pupils out of lesson times, including before, after school, and at lunchtimes.

Accompanying teaching staff and pupils on visits, trips and out of school activities as required.

Undertaking any other relevant duties commensurate with the grading of the post, which from time to time may be required by the head teacher / senior teaching assistant.

Carrying out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.

Complying with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

*THIS POST IS SUBJECT TO AN ENHANCED DBS DISCLOSURE AND DISQUALIFICATION DECLARATION.
THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.*

Date: June 2022

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PERSON SPECIFICATION – CLASSROOM SUPPORT ASSISTANT

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Good numeracy/literacy skills (Written & Verbal)	AF/I/R			
	E2	Hold a valid first aid certificate or be willing to train as first aider				
Experience & Knowledge	E3	Ability to use relevant technology e.g. computer, video, photocopier.	AF/I/R			
	E4	Participate in development and training opportunities.	AF/I/R	D1	Previous experience in a similar role	AF/I/R
	E5	Ability to relate well to children and adults.	AF/I/R	D2	Knowledge of Health & Safety practises at work relating to spillages, trips and falls	AF/C
Skills	E6	Ability to undertake moving & handling as required or be willing to undertake training to do so	AF/I/C			



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Personal Attributes	E7	Ability to promote fairness and a positive role model to pupils	AF/I/R			
	E8	Ability to work calmly in emergency situations following agreed procedures for individual pupils	AF/I/R			
Special Requirements	E9	Enhanced DBS certificate and Disqualification disclosure	C/D			

Key – Stage identified	
AF	Application Form
C	Certificates
D	Disclosure
T	Tests
P	Presentation
I	Interview
R	References