



## RAINHILL HIGH SCHOOL

### Job Description

**Post :** Classroom Support Assistant  
**Grade:** Scale NJC 5-6

**Contract :** 28 hours per week Monday – Friday  
Term Time Only + 5 Inset days  
Temporary rolling contract subject to annual SEN intervention strategy

**Responsible To:** SENDCO

#### **Purpose of the post :**

Under the teachers clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special educational needs and/or bilingual needs and to establish positive relationships with the pupils and assist them in completing structured learning activities. The role would be to ensure pupils remain on task and report progress to the teacher.

**In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post**

#### **Specific Responsibilities**

##### **Support for Pupils**

1. Under the clear guidance of the class teacher to assist in the implementation of structured learning activities and to assist individual/group of pupils to complete tasks.
2. To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
3. To develop positive relationships with pupils to assist pupil progress and attainment.
4. To assist in the devising of pupil's individual targets and their monitoring and review.
5. Support a particular pupil as part of a planned inclusion programme.
6. To assist in the development of varying skills that support learning.
7. Promote self-esteem, independence and resilience for learning.
8. Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
9. Provide welfare support in line with the School's behavioural/safeguarding and SEN Policies

Headteacher **Mrs Josie Thorogood**  
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CENTRE  
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### **Support for the Teacher**

1. To assist the class teacher to engage pupils through a creative and innovative curriculum.
2. Able to deliver interventions to meet the specific needs of individual children and small groups.
3. To assist in the monitoring/recording of pupil progress and developmental needs.
4. Support the delivery of differentiated learning styles, by the class teacher' for pupils
5. in the class.
6. To assist in the production of learning resources.
7. To undertake routine classroom administrative tasks including the maintenance of records.
8. To assist in pupil supervision and assist in the management of pupil behaviour.
9. To provide information to the class teacher to assist in the planning of work programmes.
10. To liaise with the school's nominated person in respect of pupil absence.
11. Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work under the direction of a classroom teacher.

### **Support for the School**

1. To assist in providing an atmosphere in which effective learning can take place.
2. To support the promotion of positive relationships with parents, carers and outside agencies.  
and to work within school policies and procedures
3. To take care for their own and other people's health and safety.
4. To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
5. Be aware of, and support, difference and ensure all pupils have equal access to opportunities to learn and develop.
6. To assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
7. Accompany teaching staff and pupils on visits, trips and out of school activities as required.

### **Support for the Curriculum**

1. Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
2. Undertake literacy/numeracy programmes, record achievements and progress and providing appropriate reports and feedback for the teacher.
3. Support the use of ICT in learning activities and develop pupils' competence and
4. independence in its use;
5. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.



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**In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

### **Additional Duties**

To be willing to be trained as, and to be one of the school's many First Aid Officers

Any other duties deemed reasonable, as directed by the Headteacher.

### **Review of Performance**

Performance Management reviews will focus on the post holder's responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

### **Generic Responsibilities of all Rainhill Staff**

- To work consistently to uphold School's aims.
- To work in a co-operative and polite manner with all stakeholders.
- To work with Students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the School in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the School's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students; e.g. professional, and appropriate appearance at all times including when out of school, eg trips, CPD etc.

The post is subject to a satisfactory Disclosure & Barring Service check, satisfactory References and other checks.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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