

JOB DESCRIPTION



CLASS COORDINATOR (SENIOR TEACHING ASSISTANT)

Responsible to: Pathway Lead Teacher

Main purpose: To lead on high quality support for students within an identified pathway class.

Duties and responsibilities:

- Ensure high quality learning support for a specific pathway class as directed by the pathway class teacher(s)
- To deliver strategies and programmes for the students in the class in a variety of settings
- To support, inform and advise other support staff who are deployed with the class in lessons to enable them to effectively support students' learning, communication, personal care, and physical management.
- To co-ordinate together with the Form Tutor (and attend if necessary) school meetings relating to students within the identified class.
- Together with the Form Tutor, to ensure that students within the identified class are prepared for, and attend, Annual Reviews.
- To be familiar with curriculum/EHCP targets for students within the identified class.
- To ensure effective communication between Class Teacher, Residential Keyworkers and other class Student Support Assistants.
- The role will include a substantial amount of moving and handling and moving and handling procedures must always be adhered to.
- To maintain high standards of safety and observe good practice in relation to health and safety and safeguarding in all issues and report any concerns to line management.
- To pro-actively observe and comply with all school policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
- To appropriately use the recording and reporting processes whenever appropriate.
- To maintain a flexible "can do" approach.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out. This job description may be amended at any time in consultation with the postholder.

This role involves contact with and responsibility for children and young people and will be engaged in regulated activity. The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against the DBS.

PERSON SPECIFICATION



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The following outlines the criteria for this post.
Applicants should describe in their application how they meet the criteria.

Requirement : Essential (E) / Desirable (D)

Qualifications and Experience:

- Good general education including GCSE (or equivalent) Grade 5/C or above in English and Maths (E)
- Knowledge of special educational needs, disabilities, physical, health and social/emotional needs (D)
- Knowledge of safeguarding and child protection including Keeping Children Safe in Education (Statutory Guidance) (D)

Skills:

- Good command of written and spoken English (E)
- Ability to work independently and to also to work under the authority of a number of different teachers (E)
- Ability to communicate confidently with others (E)
- Confidence to deploy class support staff to meet student needs when required (E)
- Confident use of basic computer software e.g. MS Word, PowerPoint and to be prepared to train to use specialised software (E)
- Willingness to support student communication systems Be prepared to train in various skills for the benefit of students in their class (E)
- Be prepared to model skills to other staff working in the class (E)
- Have a genuine desire to improve the progress of young people with disabilities (E)