



CLASSROOM SUPPORT

Pay Scale: SWAN Support Staff Grade – 3.3

Responsible to: Class Teacher and Senior Leadership Team

Note:

This Job Description is intended to provide guidance on the range of duties associated with this role. It may be changed by School or Trust management to reflect changes in working practices or to undertake additional duties as and when required. It does not form part of the post holder's contract of employment.

Job Purpose

- To support the class teacher with their responsibility for the development and education of all children
- Promote children's independence, self-esteem and social inclusion
- Give support to children, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- To work with a child to ensure they remain safe, their needs are managed, and they make good progress through specific support and interventions as directed by the Class Teacher and SENCo
- To ensure the safety and wellbeing of all children
- To provide lunchtime and playground supervision
- To assist with class cover

The successful candidate may need to support a child with additional needs outside the classroom. This could be on a temporary or permanent basis dependent on the operational needs of the school.

Responsible For:

Key Responsibilities

Promoting Children's Learning

Under the guidance of the teacher:

- Support the teacher in the day-to-day learning activities in the classroom ensuring every child has the support needed

- Contribute to the assessment and tracking of pupil progress, including through observation feedback, raising the awareness of teaching staff to the strengths and difficulties of individual children
- Support child well-being, behaviour and personal development, understanding the emotional and social needs of children, in order to enhance their learning and life skills
- Assist in the monitoring of targets for children who need additional learning support
- Lead intervention groups, working on targets set by teaching staff
- Promote positive behaviour management in line with the School's Behaviour Policy to ensure a safe learning environment
- Assist the teacher in maintaining the learning environment and preparing teaching resources
- Cover the class, delivering planned work as directed
- Undertake other duties as may be reasonably required

Supporting the School

- Implement agreed school policies and guidelines
- Maintain confidentiality both inside and outside the workplace
- Develop ownership of the ethos of the school, demonstrating and promoting school values and providing consistent guidance for pupils with regards to behaviour
- Where appropriate (such as when supporting a specific child), foster effective liaison with colleagues, parents and outside agencies in a professional manner, being aware of confidentiality
- Assist with school outings and events
- Carry out playtime duties, lunchtime supervision, first aid and other duties as required
- To assist with the serving and clearing of lunch, encouraging children to take responsibility wherever possible.
- Inform the class teacher and /or senior lunchtime supervisor of any incidents or information they need to be aware of

Health and safety

- Promote the safety and wellbeing of children, and help to safeguard children's wellbeing by following the requirements of Keeping Children Safe in Education (KCSiE) and the school's child protection policy
- Provide personal and physical care (this includes nappy changing for early years)
- Look after children who are upset or have had accidents, administer first aid for minor injuries or ensure first aider is notified and takes appropriate action.
- Ensure that children are collected by someone known to the school
- To be aware of the school's duty of care in relation to staff, children and visitors and to comply with all health and safety policies at all times

Commitment to continuous professional development

- Meet with line manager to set and monitor personal objectives and professional development
- Undertake regular training as required by the school
- Take responsibility for keeping up to date with school policies and procedures, such as child protection and developments in the School Development Plan (SDP)
- Take responsibility for keeping up with school developments in teaching and learning
- Review and develop own professional practice

Other Duties and Responsibilities:

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Report any safeguarding or child protection concerns to the DSL and log on CPOMS, or if necessary, where the child is at immediate risk, to the police or Children's Social Care
- Promote the safeguarding, safety and wellbeing of all pupils in the school
- Provide a safe environment in which children can learn

Standards and Quality Assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend team meetings and INSET days when applicable
- Develop expertise through staff development opportunities
- Be proactive in matters relating to health and safety

Other

- Undertake any other necessary tasks under the direction of the Headteacher, Deputy Headteacher.

Person Specification

Criteria	Qualities
Qualifications and training	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths • Further relevant qualifications (i.e. NVQ – Supporting Teaching & Learning; degree) (desirable) • Suitable training in phonics and/or interventions (desirable) • First-aid training, or willingness to complete it
Experience	• Experience of working in a school environment with children throughout the primary age range (desirable) • Experience of working with children with special educational needs (desirable)
Skills and knowledge	Curriculum based knowledge and skills • Ability to use ICT to effectively support learning • A good standard of grammatically correct spoken and written English • Knowledge and understanding of primary Maths strategies (desirable) • Good general knowledge and ability to set tasks into contexts of pupil interests (desirable) • Knowledge and understanding of the primary curriculum (desirable) Communication and teamwork skills • Good oral and written communication skills in English • Ability to work effectively and professionally within a team of adults • Ability to efficiently understand and follow direction from the class teacher or leadership team, using initiative • Ability to relate well to children, establishing empathy and a good rapport, maintaining mutual respect at all times • Ability to motivate pupils and to use positive behaviour management strategies with individuals, groups and whole classes Working skills • Able to work under pressure and to multitask • Able to apply a solution-based approach to problem solving

Personal qualities	• Enjoyment of working with children • A patient and nurturing approach • Capacity to inspire, motivate and challenge children • A positive attitude and sense of fun • Resilient, positive, forward looking and enthusiastic about making a difference • Adaptable and able to cope with a range of tasks • Flexible approach; enjoys a varied workload (desirable) • Creative and innovative (desirable) • Willingness to become fully involved in school life • Hard working and reliable • Commitment to maintaining confidentiality at all times • Commitment to safeguarding children's wellbeing and equality
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