

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.