

Job Profile

LEA **West Sussex County Council**
SCHOOL **North Heath Community Primary School**
NAME
JOB TITLE **Classroom Assistant**
HOURS/Days

JOB PURPOSE *To assist pupils in the school by helping them to learn as effectively as possible, in the classroom, in different group situations and as individuals. Supporting/assisting the class teacher and the school in general.*

Support the school with miscellaneous duties.

RESPONSIBLE TO Classroom Assistant Leader, Class teachers, SMT and Headteacher

To assist pupils in the school by helping them to learn as effectively as possible, in the classroom, in different group situations and as individuals. Supporting/assisting the class teacher and the school in general will involve:

Supporting the Pupil

1. Contributing to pupils' social, cultural and physical well being alongside their educational needs.
2. Ensuring the pupil is able to use the equipment and materials provided.
3. Motivating and encouraging the pupil as required.
4. Meeting individual needs whilst helping the pupil to develop independent learning skills.
5. Develop methods to reassure and praise the pupil as appropriate to raise their self-esteem and confidence.
6. Acting as an amanuensis (scribe) or reader in examinations, tests, internal assessments and lessons as required and as appropriate.
7. Developing and making reprographics, preparing, organising equipment etc. as required to support pupils and lessons.
8. To establish a caring, supportive relationship with each individual pupil.
9. To contribute to the pupil's reviews/IEP as required/appropriate, and meet regularly with pupils or groups as requested.

10. Contributing to pupil's social, cultural and physical well-being alongside their educational needs.
11. To assist in weaker areas, e.g. language, behaviour, reading, spelling, handwriting/presentation.
12. Helping pupils to concentrate on and finish work set. Mark the work where appropriate.
13. To encourage acceptance and inclusion of the child with special needs. Promote confidence by ensuring the children understand what is expected of them before they start their work.
14. To ensure that pupil remains focussed and on task and to ensure they produce their best efforts at all times, promoting perseverance, concentration and initiative.
15. To provide a committed and caring approach to the support and approach to the support and development of all pupils.

Supporting the Teacher

1. To establish and maintain a good working relationship with the class teacher.
2. To set up activities and supervise clearing away, as requested by the teacher.
3. To assist, with the class teacher (and other professionals as appropriate), in the development and delivery of a suitable programme of support (IEPs) for children who need learning support.
4. To keep records of work undertaken with respect to the pupil supported and in conjunction with the class teacher and/or other professionals to develop a system of recording the children's progress and providing feedback.
5. To participate in the evaluation of the support programme/IEP as necessary.
6. To liaise with class teacher/SENCO regularly sharing issues relating to Special Educational Needs support including observations, problems encountered and strategies tried.
7. To refer concerns to the class teacher or headteacher

Supporting the School

1. To liaise, advise and consult with other members of the team supporting the children when asked to do so.
2. To attend relevant in-service training.
3. To be aware of school procedures and policies, school development plan, teaching and learning, behaviour management.
4. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
5. To establish a caring, supportive relationship with pupils parents/ guardians fostering good links between home and school.

6. To carry out additional duties as may be reasonably required, eg First Aid/ Playground, Corridor organisation, trolleys etc. and this is to include lunch-time supervision as may be required from time to time by the Headteacher.

Supporting Parents

1. To establish helpful, trusting and discreet relationships with parents, but not to discuss pupil's academic progress with them.
2. To liaise as necessary with professionals from outside school in order to provide for pupil needs.
3. To act as a good ambassador for the school, ensuring confidentiality.

Specific School Support Duties as agreed at the start of each year and /or as agreed throughout the year according to need

1. Support Library maintenance and Reading Scheme organisation
2. Support Xmas hall decoration organisation
3. To be responsible for the storage and disposal of lost property.
4. Support the school in the organisation of whole school activities eg visits, plays, Harvest etc.
5. Support school housekeeping duties e.g. plant maintenance /corridor/ welfare room/ stock storage maintenance/laminating, making and finding resources, tidying in the staffroom, photocopying, laminating and filing.