Classroom Support Assistant Job Description

Post: Classroom Support Assistant

Salary: Kent Scheme A (KSA) – (Without SEN Allowance)

Accountability: Class Teacher and Pathway Lead (Specific Pathway)

Responsibilities of the Role

Role: To work under the direction of Teaching Staff to support the overall development of pupils with special educational needs.

This role will involve supporting children and young people who have a range of significant and often complex special educational needs and disabilities (SEND) for example; those with:

- Autism
- Profound and Multiple Learning Difficulties
- Speech Language and Communication Needs
- Severe and Complex Learning Needs
- Hearing and/or Visual Impairment

In some instances, staff may be required to support children and young people who present with complex social and emotional difficulties which may result in them exhibiting challenging behaviours.

General Duties and Responsibility of all Staff:

- To be aware of, adhere to and promote the school's safeguarding procedures.
- Ensure sound understanding of safeguarding policies and related guidance including Keeping Children Safe in Education and Working Together to Safeguard Children.
- Be aware of, and comply with, policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- To demonstrate a sound understanding that safeguarding is the responsibility of all school staff.
- To adhere to school policies and procedures.
- To present the school in a positive way within the community.
- To respect the confidential nature of all information acquired in the performance of the role, either verbally or in writing.
- Actively promote the school's values and ethos in everyday practice.
- To work in a responsible and safe manner, adhering to all health and safety procedures operating within the school.
- To ensure interactions with colleagues, parents/carers and professionals are positive.

Classroom Support

- To support the smooth running of the classroom and wider environment.
- Assist the teacher in the management of pupils within and beyond the classroom.
- To follow the guidance of the class teacher in all activities, seeking additional clarification when necessary.
- Meet the needs of pupils in the class group following all individual plans and programmes.
- Provide appropriate supervision of pupils during break and lunch times.
- Assist with personal care in line with child's needs as defined within Health Care Plans.
- Maintain clean, safe and tidy learning and care environments.
- Monitor and manage stock and supplies for the classroom and wider environment, e.g. hygiene areas.

Assessment and Feedback

- Have a good understanding of the goals of each pupil within the class, in relation to independence and self-help skills, and take action to enable goals to be achieved.

Electronic Communication/IT

- Ensure school email account is checked regularly. Read emails sent by school leaders and respond, where appropriate, in a timely manner.
- Ensure that any 'suspect' emails remain unopened and are reported to the IT technician.
- Ensure that use of mobile phones and devices takes place in accordance with the law, as well as relevant school policies and procedures, such as; Staff Behaviour, Confidentiality, Child Protection and Acceptable Use Policies.
- Be able to register a concern on the school's safeguarding system 'MyConcern'.
- Be able to record a pupil behaviour incident on the school's behaviour recording system, 'Iris Adapt'.
- Be able to report premises issues using Parago, the school's premises management software.
- Maintain appropriate electronic communication.

Behaviour

- Follow individual pupils' behaviour support strategies.
- Provide support for pupils taking account of Behaviour Support Plans and Risk Assessments.
- Ensure compliance with the school's Positive Behaviour Policy when addressing pupil behaviour.

Pupil Wellbeing/Health Care Needs

- Support pupils in their social development and emotional well-being, reporting issues to the class teacher as appropriate.

- Support pupils in developing and implementing their own personal and social development.
- Show a good awareness of a duty of care to pupils and other staff and take appropriate action to comply with appropriate health and safety policy/requirements at all times.
- Ensure a good understanding of all plans related to the safe care of each individual child, e.g. Behaviour Support Plans, Risk Assessments, Feeding Plans, Moving and Handling Plans and Health Care Plans.
- Assist pupils with eating, dressing and hygiene, in line with agreed plans, encouraging independence as appropriate.
- Maintain a thorough awareness of all pupils with eating and drinking plans within the class they are working in. Staff must be trained to support individual pupils on eating and drinking plans before they offer this support.
- Attend to pupils' care need in response to their needs at that time, appropriate to their age, stage of development, gender, ethnicity and background.
- Follow agreed plans for all children who require intimate care on a regular basis.
- Follow school procedures, reporting and recording systems pertaining to pupil safety including for illness, accident, incidents and behaviour.

Support Health and Safety across the School
- Ensure the health, safety and well-being of all of all pupils/students and staff remains a priority.
- Take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Not interfere with anything provided to safeguard their health and safety or that of others.
- Report all immediate health and safety concerns to the Headteacher or their line manager.
- Report premises issues using Parago, the school's premises management software.

Continuing Professional Development/Appraisal
- Take part in the school's Performance Management/Appraisal programmes and work towards professional development targets.
- Undertake an annual self-review of performance and, as required, submit documentation to support the performance review process.
- Attend and participate during staff training days.
- Ensure that all mandatory training is up to date, e.g. safeguarding, online safety, moving and handling, etc.
- Part-time staff to agree staff training day attendance with line managers in order to ensure attendance at all mandatory training sessions.
- To attend all group and individual coaching sessions held within normal working hours.
- Undertake additional training required for the role.
- Attend class/department/pathway team meetings held during normal working hours.

- Attend pathway and staff meetings held during working time or training days in order to inform own professional practice and prioritise own continuing professional development as identified through the coaching and appraisal process.

Equality Objectives

- To ensure that all pupils have equal access to a rich, broad, balanced and relevant curriculum pathway.
- Be aware of, and celebrate difference and ensure that all pupils have access to opportunities to learn and develop.
- To advance equality of opportunity by ensuring that attitudes, values and beliefs promote equality, celebrate diversity and promote community cohesion.
- Ensure that all behaviours eliminate discrimination, harassment and victimisation regardless of age, disability, gender, gender identity, sexual orientation, colour, race, ethnic or national origin, disability or religious beliefs.