

WYBORNE PRIMARY SCHOOL

Job description for Teaching/Classroom Assistant – level 3

Grade: Scale 3

Reporting to: Deputy Headteacher/Headteacher

Purpose of the Job

To provide practical assistance to the line manager in catering for the personal welfare and education needs of pupils. As far as possible to ensure a safe working environment for staff and pupils. To contribute to facilitating pupil access to the education system, promoting inclusion, assessing and supporting achievement and monitoring progress towards objectives. Supporting pupils on the special educational needs register as required.

- 1 Assisting the teacher to prepare the classroom and to prepare learning materials. To prepare the classroom equipment and computers for use by pupils ensuring that equipment or materials are suitable for the learning activities and prepare, design and adapt other materials where necessary.
- 2 Assisting the teacher in the planning and delivery of class activities, at prescribed Key Stage levels.
- 3 Assisting the teacher to supervise and support EHC plans, both indoors and outdoors. To contribute to observations and records on individual's progress producing written reports where necessary.
- 4 To support the teaching of English and Maths by delivering literacy and numeracy activities and to work with individuals and small groups on specific activities which may be under the guidance of the teacher or other lead person.
- 5 To lead small group intervention sessions with selected groups of children who have been identified by a teacher
- 6 To monitor and record outcomes for interventions
- 7 To contribute to the management of pupil behaviour.
- 8 To be responsible for the supervision and control of pupils in a given area of the school during playtimes and lunchtimes. Depending on the area of the school allocated, duties may include responsibility for the orderly conduct of pupils taking the school meal and/or that of pupils in and around the school buildings during playtimes and lunchtimes.
- 9 To assist as directed with arrangements for the administration of the taking of the school meal and to support the council's policies regarding school meals provision (i.e. healthy eating, ethnic meals etc);

- 10 To pass on information about pupils' personal and educational needs to parents, the class teacher and other staff as appropriate. To contribute to team meetings and review meetings. To assist in the assessment recording and reporting of pupil progress; to be involved in pupil progress meetings, reporting to the teacher and giving feedback to pupils on their progress.
- 11 To administer tasks and tests and to support assessment and reporting, in consultation with the class teacher.
- 12 To organise and take part in school activities and events as required and to accompany and support children on outings from school as necessary.
- 13 To support the pupils in physical activities (PE, Drama etc) as required.
- 14 To ensure the physical welfare of pupils and to assist pupils with their physical needs as appropriate and agreed. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding and supporting the pupil during break and lunch times as appropriate.
- 15 To undertake training and attend INSET days in accordance to contractual requirements. To contribute to whole school policies
- 16 Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head Teacher
- 17 To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your line manager.
- 18 To support the School's/Borough's Equal Opportunities policies.
- 19 Assisting with any other duties of a similar level of responsibility as required by the Head Teacher.

*The post holder will be expected to carry out all duties in the context of and in compliance with the school's Safeguarding and Equal Opportunities Policies
This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve*

Signed postholder-----

Signed Headteacher-----

Date -----

WYBORNE PRIMARY SCHOOL

Person Specification for Teaching/Classroom Assistant – level 3

Grade: Scale 3

The employee will work under the supervision of the school/service be an experienced teaching/classroom assistant. They will have experience and competence across a varied range of duties and a relevant qualification. They may be required to mentor or supervise other Teaching/Classroom Assistants.

At this level the employee will be expected to:

- Contribute to the management of pupil behaviour
- Establish and maintain relationships with individual pupils and groups
- Support pupils during learning activities
- Take part in some sort of continuous development to review and develop their professional practice.

This will involve (some not all):-

- Assist in preparing and maintaining the learning environment
- Contribute to maintaining pupil records
- Observe and report on pupil performance
- Contribute to the planning and evaluation of learning activities
- Promote pupil's social and emotional development
- Support the maintenance of pupil safety and security
- Contribute to the health and well-being of pupils
- Support the use of information and communication technology in the classroom
- Help pupils to develop their literary skills
- Help pupils to develop their numeracy skills
- Help pupils to access the curriculum
- Support the development and effectiveness of work teams
- Develop and maintain working relationships with other professionals

- Liaise effectively with parents

In addition they may also

- Provide support for bilingual/multilingual pupils
- Support pupils with communication and interaction difficulties
- Support pupils with cognition and learning difficulties
- Support pupils with behavioural, emotional and social development needs
- Provide support for pupils with sensory and/or physical impairment

Education and Experience Requirements

Competency in English and Maths preferably up to GCSE standard or equivalent qualification	Desirable
A relevant City and Guilds, NVQ, BTEC, NNEB or Equivalent Qualification or LA approved training.	Essential
Relevant and significant experience of working with children in an educational or similar setting	Essential