

**Job Description**

POSITION: Classroom Assistant

 Assistant

**RESPONSIBLE TO:** **Headteacher**

**LOCATION:** **My Choice School – Arundel**

**SALARY:** **£14,407 plus pension and benefits**

**Hours** **8.30am to 2.30pm (Mon-Fri)**

**PURPOSE OF THE ROLE**

To facilitate the development of the relationships between young people in class and at breaktimes.

To complement and support the teachers’ delivery of the school curriculum and contribute to the development of students.

Working collaboratively with teachers and TAs in managing and encouraging students to become independent learners, supporting their welfare and their emotional and behavioral development.

**DUTIES AND RESPONSIBILITIES**

* To provide support for students in order to raise standards of achievement for all.
* To safeguard and promote the welfare of young people.
* To work with teachers and TAs to plan and prepare breaktime activities and group or individual activities for students.
* To supervise students at school and on educational visits, ensuring safe environments and practices, both in lesson time and in transition and break-times.

* To contribute to the planning of opportunities for students to learn out of school, such as educational visits, in line with school policies and procedures.
* To support students around the school to regulate their emotions and their behaviour, listening and encouraging them
* To provide feedback and evaluation on student participation, achievement and further learning needs.
* To follow My Choice School Policies, procedures and practices.
* To contribute to Health and Safety or organisational processes as required
* To motivate and engage students learning with interesting and structured learning activities.
* To be familiar with students learning and emotional needs through their IEPs, risk assessments and EHCPs.
* To use behaviour management strategies, in line with school policy and procedure, to contribute to a purposeful learning environment, ensuring all students are safe, engaged and interacting positively.
* To recognise and challenge any incidents or racism, bullying, harassment or inappropriate behavior and any form of abuse of equal opportunities ensuring compliance with school policy and procedures.
* To understand and implement school safeguarding procedures and comply with statutory responsibilities.
* To develop and maintain constructive relationships with parent/carers, ensuring the sharing of relevant information and facilitating support for attendance, access to learning and supporting home/school links.

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| **PERSON SPECIFICATION** | **Desirable** | **Essential** |
| 5 GCSEs A-C to include Maths and English A-C (or Level 2 equivalent)Additional qualifications to A level or Level 3 equivalent |  [x] \*[x]  |  |
| To be able to forge and maintain good working relationships with colleagues, young people and their families as well as other professional organisations. | [x]  |  |
| The ability to communicate effectively with colleagues and others. | [x]  |  |
| The ability to drive and hold a driving license. | [x] \* |  |
| The ability to understand the needs of a young person and meet those needs in a planned way. | [x]  |  |
| Knowledge of child development with an ability to relate theory to practice. | [x]  |  |
| Experience of working with young people with SEMH | [x]  |  |
| Emotional resilience in working with challenging behaviours. |  | \*[x]  |
| Experience of working with Looked After Children | [x]  |  |
| To have excellent organisational and planning skills |  | [x]  |
| To be able to risk assess and maintain safety of staff and students |  | \*[x]  |
| The ability to work under pressure |  | *\*[x]*  |
| Emotional resilience in working with challenging behaviours. |  |  *\*[x]*  |
| IT skills. |  | *\***[x]*  |
| Knowledge of Safeguarding and KCSIE24. | [x]  |  |
| Basic principles of Equal Opportunities |  | *\***[x]*  |
| Willingness to undertake all training provided |  |  *\***[x]*  |

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| **Subject to the following criteria being met:*** Evidence of qualifications required, as specified
* Satisfactory formal interview with Head of Education
* Satisfactory second interview with Headteacher
* Satisfactory references
* Satisfactory Enhanced DBS and Overseas check
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