



<b>Post:</b>	<b>JOB SHARE CLASSROOM ASSISTANT (Rolling Weeks)</b>
<b>Reporting to:</b>	Assistant Principal: <i>Additional Educational Needs</i> and Support Services Manager
<b>Hours:</b>	<b>week one</b> – 16.19 hours per week, Monday to Wednesday, <b>and</b> <b>week two</b> – 10.76 hours per week, Thursday to Friday
<b>Salary:</b>	New SCP Scale 5–6, £10.46 per hour £19,650 per annum <i>pro rata</i>

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## REQUIREMENTS

*Applicants must have a minimum of:*

### Essential

- Minimum of 5 GCSEs (A\*–C), including Maths and English or equivalent.
- Clearly demonstrate your competence and/or qualification in ICT.
- Experience of working in a professional learning environment or recognised organisation with children aged 11–18.

### Desirable

- At least one of the following: —
  - Level 3 Classroom Assistant qualification.
  - A degree.
- Further relevant qualifications.
- Evidence of Continued Professional Development and/or training relevant to working with children with Additional Educational Needs.
- First Aid certificate.
- One year's paid experience working with children with Additional Educational Needs.

## PRIMARY DUTIES

- Assist the effective learning of pupil(s) and manage the learning environment in groups, and one to one by: —
  - Working with pupils in small groups or on an individual basis.
  - Ensuring the pupils are able to use equipment and access teaching materials provided;
  - Clarifying and explaining instruction;
  - Assisting in areas requiring reinforcement or development;
  - Assisting in motivating and encouraging the pupil(s) as required;
  - Target setting and monitoring of pupil progress.
  - Meeting physical/medical needs as required whilst encouraging independence.
- Respond appropriately to individual learning, social, emotional and behavioural needs.
- Provide pupil learning support as directed by the teacher.

- Assist the teacher with the support and care of pupil(s) with Additional Educational Needs e.g. enable access to the curriculum, attend to personal needs including dietary, feeding, toileting etc.
- Assist in the implementation and monitoring of support programmes.
- Assist tutors with pastoral duties and programmes.
- Ensure safeguarding policy is adhered to in a confidential manner.
- Report initial concerns to the Assistant Principal of Additional Educational Needs.
- Contribute to the inclusion of the pupil in mainstream school.
- Ensure pupils are aware of school policies.
- Ensure daily/monthly/termly records are completed and submitted to Learning Mentors.
- Liaise with teachers in preparation of, and participate in, the annual review process.

#### **OTHER DUTIES**

- Supervise pupils at morning clubs and during break and lunch time as per rota.
- Provide administrative assistance to assigned department during student non-contact time.
- Exam Invigilation duties as and when required.
- Attend relevant in-house training.
- Assist with recreational activities aimed at the social and emotional development of pupils.

It is recognised that by the nature of the work of a Classroom Assistant a degree of flexibility is required and accordingly staff may be required to carry out miscellaneous duties in addition to those set out above. It is expected that all Classroom Assistants share morning, break and lunch duties on a regular basis. Lunch duties will be paid in addition to normal working hours. Break duty cover is already paid within contractual hours.

***This job may be altered from time to time in line with the developing needs of the College.***

# Personnel Specification

Post: **CLASSROOM ASSISTANT (Job Share)**

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>EDUCATION AND QUALIFICATIONS</b>	Minimum of 5 GCSEs (A*–C), including Maths and English or equivalent (A) ICT skills and/or qualification (A)	Further relevant qualification/s (A) At least one of the following: <ul style="list-style-type: none"> <li>▪ Level 3 Classroom Assistant qualification (A)</li> <li>▪ A Degree (A)</li> </ul> Evidence of Continued Professional Development and/or training relevant to working with children with Additional Educational Needs (A)
<b>RELEVANT EXPERIENCE</b>	Experience of working in a professional learning environment or recognised organisation with children aged 11–18 (A)	First Aid certificate (A) One year’s paid experience working with children with Additional Educational Needs (A)
<b>PERSONAL QUALITIES/ INTERPERSONAL SKILLS</b>	The ability to organise and prioritise (I) The ability to work independently and as part of a team (I) Excellent communication skills (I) Ability to interact with colleagues, students and parents (I) Excellent punctuality and attendance record (R)	
<b>KNOWLEDGE</b>	Knowledge of the requirements of a Classroom Assistant for a child/ children with Additional Educational Needs (I) Knowledge of IEPs and supporting their implementation in class. (I)	
Criteria to be tested: (A) = Application Form; (I) = Interview; (R) = Reference <b><i>Criteria may be enhanced to facilitate short-listing.</i></b>		

