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**Millennium Primary School**

**Job Description**

**Teaching/Classroom Assistant**

Grade: Scale 3

Reporting to: Headteacher

**Purpose of the Job**

To provide practical assistance to the Headteacher in Millennium Primary School

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 service

objectives. Supporting pupils on the special educational needs register as

required.

**Main duties**

1 To provide personal care and assistance for pupils who require such

support. This may include assisting with oral and personal hygiene

including changing nappies/pads and facilitating incontinence

programmes, feeding or assisting with feeding the pupil safely and

hygienically, and supporting the pupil during break and lunch times as

appropriate.

2 To work with a statemented child when required to ensure their individual

needs are met.

3 To prepare, and assist in the preparation, of the classroom, resources,

equipment and computers for use by pupils.

4 Assisting the teacher to supervise and support pupils’ individual education

plans, both indoors and outdoors. Assisting with work programmes and

written observations and records on individual’s progress. To take part in

school activities and events as required.

5 To work with individuals and small groups on specific activities under the

guidance of the Teacher and/or other lead person.

6 To motivate and support pupil(s) to remain on task and complete work in a

focused way.

7 Accompanying and supporting pupil(s) on outings from school as

necessary.

8 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.

9 To support the pupils in physical activities (PE, Drama etc.) as required

10 To undertake training and attend INSET days in accordance to contractual

requirements. To contribute to whole school policies.

11 Attending to minor accidents at school, where appropriate training has

been given, and supervising unwell children at the direction of the Head

Teacher.

12 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.

13 To support the Trust’s Equal Opportunities and Safeguarding

Policies

14 Assisting with any other duties of a similar level of responsibility as

required by the Head Teacher.

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**Millennium Primary School**

50 John Harrison Way, London SE10 0BG

Tel: 020 8858 0394

**Person Specification**

**Teaching/Classroom Assistant**

*Qualifications, training and experience*

* NVQ Level 2 or equivalent in relevant subject

Or

* Demonstrable experience of working with or caring for children with special

 needs.

AND

* Knowledge of ASD or speech and language or emotional and behavioural

 difficulties.

*Professional knowledge, skills and abilities*

* Knowledge of National Curriculum and other learning initiatives and

 strategies.

* Abililty to work within a team.
* Ability to carry out teacher directed tasks and pupil programmes.
* Good communication skills and ability to be flexible.
* Ability to work in liaison with parents and a variety of professionals.
* Willingness to participate in training and development, especially in the

 area of SEN.

* Experience of using ICT to support learning.
* A good understanding of safeguarding, data protection and confidentiality.
* Ability to help with classroom resources and records.