

The Ecclesbourne School

Learning Together for the Future

JOB DESCRIPTION

Classroom Support Assistant



Post Title:	Classroom Support Assistant
Salary:	NJC Point 4 £26,016 per annum pro rata
Responsible to:	SENDSCO and Assistant Headteacher (Inclusion)
Job purpose To work in partnership with teachers to support students in accessing high-quality teaching, participating fully in school life and achieving their academic and personal potential. The postholder will provide classroom, academic and pastoral support that promotes inclusion, develops student independence and helps all students, particularly those with additional needs, to engage successfully with learning. The Classroom Support Assistant will work under the direction of teachers, who retain overall responsibility for the learning, progress and assessment of all students.	
In addition to the duties summarized in your job description please refer to the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service	
You are required to preserve the confidentiality of any information regarding staff (in connection with their employment) and students and this obligation shall continue indefinitely. A breach of this requirement will be regarded as misconduct and as such may be grounds for dismissal.	
The School will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition.	
The duties summarised in your job description are indicative and we retain the right to include other reasonable duties which may be reasonably requested commensurate with the post held and duties undertaken. This job description may, after satisfactory negotiation has taken place, be modified by the Head Teacher to reflect or anticipate changes which occur over time at a local or national level	
As you are aware, any post working within a School includes substantial access to young people and all appointments are subject to an enhanced Disclosure and Barring Service check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the School of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check upon request.	

Signature Date

Name (please print)

Duties	Supporting Teaching and Learning • Work alongside teachers to support students' access to learning across a range of curriculum areas. • Support students in understanding lesson objectives, instructions and activities whilst promoting independence. • Use questioning, prompting and scaffolding techniques to help students think for themselves and develop confidence in their learning. • Provide the minimum level of support necessary and gradually reduce support as students become more independent. • Encourage resilience, perseverance and effective learning habits. • Reinforce teachers' expectations regarding behaviour, attendance, effort and presentation of work. • Assist with the preparation and organisation of classroom resources and learning materials. • Support students in the effective use of technology and specialist resources where appropriate. • Maintain high expectations of all students and avoid completing tasks that students can reasonably undertake themselves. Supporting Individual Students and Groups • Provide targeted support for individual students and small groups whilst promoting independence and reducing reliance on adult assistance wherever possible. • Support students with SEND, disadvantaged students and others who require additional support to access learning. • Help students develop organisational, study and self-management skills. • Encourage positive participation in lessons and wider school activities. • Support students' social, emotional and personal development. • Foster confidence, self-esteem and positive relationships with peers and adults. • Promote inclusion and ensure students can participate fully in mainstream school life. Delivering Interventions • Deliver structured literacy, numeracy, study skills or other intervention programmes following appropriate training. • Monitor student engagement and progress within intervention programmes. • Maintain accurate records of intervention attendance, participation and outcomes. • Provide feedback to teachers and other relevant staff on student progress. Working with Teachers and Staff • Liaise regularly with teachers to understand lesson objectives, intended learning outcomes and strategies for supporting identified students. • Work collaboratively with teaching and pastoral staff to support student achievement and wellbeing. • Share relevant information professionally and appropriately with colleagues. • Attend review meetings, training sessions and other meetings as required.
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	Supporting the Wider School • Contribute to maintaining a safe, orderly and purposeful learning environment. • Supervise students during breaktimes, educational visits and other activities as required. • Support the school's commitment to inclusion, safeguarding and student welfare. • Uphold the values, ethos and expectations of The Ecclesbourne School. • Undertake other duties commensurate with the grade of the post as reasonably directed by senior staff. Professional Responsibilities • Maintain confidentiality and professional boundaries at all times. • Demonstrate professionalism, reliability and discretion. • Participate fully in training and professional development. • Comply with all school policies, procedures and statutory requirements. • Safeguard and promote the welfare of children and young people and report concerns immediately in line with school procedures.
Other	• Take reasonable care for the health and safety of her/himself and other persons who may be affected by her/his activities and, where appropriate, safeguarding the health and safety of all other persons under her/his control and guidance, in accordance with the provisions of the Health and Safety Legislation and the School's own policies. This will involve liaising with the Health and Safety Officer in areas of emergency such as fire drills. • Exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder's individual or shared use in the performance of his/her duties including computer equipment. • Be involved in the Performance Management/Personal Review procedures of the School either in the role of a reviewee responsible for continually seeking to develop professionally and/or in the role of a reviewer responsible for supporting the work of colleagues as they seek to develop professionally. • Support the examination process of the School in any way necessary, including invigilation duties. • Positively promote the good name of the School and actively support its aims.

Signature Date

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