**JOB DESCRIPTION**

**GREENWICH COUNCIL**

**SCHOOL;** Montbelle Primary School

Job description for Classroom Assistant – Level 2

**Purpose of the Job**

To provide practical assistance to the line manager in the school in catering for the personal welfare and educational needs of the 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 prepare and assist in the preparation of the classroom, resources, equipment and computers for use by pupils.
3. Assisting the teacher to supervise and support pupils’ individual education plans, both indoors and out. Assisting with work programmes and written observations and records on individual’s progress. To take part in school activities and events as required.
4. To work with individuals and small groups on specific activities under the guidance of the teacher and/or other lead person.
5. To motivate and support pupils to remain on task and complete work in a focused way.
6. Accompanying and supporting pupils on outings from school as necessary.
7. 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.
8. To support the pupils in physical activities (PE, Drama) as required.
9. To undertake training and attend INSET days in accordance to contractual requirements. To contribute to whole school policies.
10. Attending to minor accidents at school, where the appropriate training has been given, and supervising unwell children at the direction of the Headteacher.
11. To maintain the health and safety of the 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.
12. To support the Borough’s Equal Opportunities Policy.
13. Assisting with any other duties of a similar level of responsibility as required by the Headteacher.