

## Job Description



<b>Job title:</b>	Senior Classroom Support Staff
<b>Directorate:</b>	People directorate
<b>Service:</b>	Special Schools
<b>Location:</b>	Tiverton School
<b>Grade:</b>	5
<b>Hours:</b>	35 hours per week term time only + 5 training days

### **Job Purpose**

To work collaboratively with the responsible teacher by utilising detailed knowledge of a range of special needs and specialist skills to undertake 'specified work' when required for whole class teaching when the teacher is not present. To provide high quality care and supervision to children/young people that is in line with the school's policies and practices.

#### **Additionally:**

- To supervise and manage the educational support staff within the assigned class group.
- To mentor and manage the student placements that may be allocated to the class group

### **Duties and Responsibilities**

Under the guidance of teaching/senior staff and within an agreed system of supervision.

- Undertake appropriate planning and preparation of lessons and courses for individuals, groups and whole classes based on outline guidance from the class teacher.
- Deliver agreed lessons and learning experiences to individuals, groups and whole classes as required.
- Undertake a role in assessing the development, progress and attainment of pupils.
- Report on the development, progress and attainment of pupils to the responsible teacher as appropriate.
- Use specialist skills to undertake those activities necessary to meet the wide range of physical and emotional needs of pupils within a special school, which will include pupils with learning difficulties/disabilities and those with other special educational, physical or emotional needs.
- To work collaboratively with classroom teachers in the planning and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals or groups of pupils.
- To manage co-ordinate and support the work of other educational support staff in the assigned class group, including the monitoring of work and supporting their performance development needs.

#### **Job Responsibilities and tasks may include:**

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups of pupils or a whole class as appropriate.

- Implement agreed learning activities/teaching programmes using strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
- Establish supportive working relationships with pupils providing feedback to them in relation to progress and achievement.
- Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
- Undertake supervision, support and discipline of pupils within the procedures of the school, and providing where appropriate feedback to pupils.
- Promote pupil independence in learning and assist them in using alternative curriculum access strategies to achieve this
- Ensure that pupils are able to safely use equipment and materials provided.
- Provide support for local and national learning strategies
- Support the implementation of programmes designed by visiting professionals who are working in collaboration with the school.
- Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
- Establish constructive relationships and communicate with other agencies /professionals, in liaison with the teacher, to support achievement and pupil progress.
- Assist the teacher in monitoring and analysing records of pupils' progress.
- Utilise ICT in learning activities and develop pupils' competence and independence in its use.
- Assist at an appropriate level with the provision of general and specific care and the welfare of pupils which may include:
  - assistance with personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
  - the changing of soiled clothing and its disposal in an appropriate way;
  - assisting with children's injuries and, where appropriately qualified, administering first aid;
  - assist with the administering of medicines under the direction of **the appropriate medical staff**;
  - assist with the identification and monitoring of children's general health and welfare.
  - assist with any special arrangements and specialised equipment provided to support individual pupils' access to the curriculum.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- Assist with group/whole class activities within and away from the classroom/school, such as PE, swimming, educational visits.
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other classroom support staff in their development and training.

- Attend and participate in relevant meetings as required.
- Support senior leadership in the deployment of Teaching Assistants within the school.
- Have responsibility for the induction of newly appointed teaching assistants in the class group.
- Co-ordinate the supervision, training and development of volunteer helpers, students or other staff in the classroom.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.
- Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- Any other duties and responsibilities within the range of the salary grade.
- There may be a requirement to carry out particular duties as the Headteacher may reasonably direct from time to time

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

### **Guidance and Supervision**

Responsible for:

- Mentoring Student Placements in class group
- Managing the work of other classroom support staff in the class group
- Managing the work of Supervisory Assistants based with the class

Responsible to:

- The post holder will work under the general guidance and supervision of the Class Teacher, Family Liaison and Support Staff Manager and Senior Leadership Team.
- Professional Development review will be undertaken with the Support Staff Manager and a member of the Senior Leadership Team.

<b>Notes</b>
<ul style="list-style-type: none"> <li>• The exact focus of the role will be decided at school level and will take into account the needs of the pupils, the school and the development needs of members of staff</li> <li>• The job description will be reviewed annually through the professional development review process</li> </ul>

### **Person Specification**

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<b>Directorate:</b>	Children, Learning and Young People
<b>Service:</b>	Special Schools
<b>Location:</b>	Tiverton School
<b>Grade:</b>	5
<b>Qualifications and training</b>	
<ul style="list-style-type: none"> <li>• Level 4 or Higher Level Teaching Assistant with HLTA Status (or willing to undertake) or equivalent qualification</li> <li>• Literacy and numeracy skills to a good standard</li> <li>• Evidence of training in relevant strategies e.g. literacy and/or in a particular curriculum/learning area e.g. ICT, Maths, SEN specialisms</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• At least four years' experience of working with children of relevant age or with special needs</li> <li>• Experience of working in a team environment</li> </ul>	
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies, codes of practice and understanding of relevant legislation</li> <li>• A working knowledge of national curriculum and other relevant learning programmes and in particular how they relate to children with a range of learning difficulties</li> <li>• Understanding of the principles of child development and learning processes and in particular, barriers to learning</li> <li>• Knowledge and Understanding of the kind of total communication strategies that can be used with pupils who have complex communication difficulties</li> <li>• A full understanding of the range of support services and providers</li> </ul>	

<b>Skills and Abilities</b>
<ul style="list-style-type: none"><li>• Very good communication skills in a variety of forms with a range of pupils and adults</li><li>• The ability to offer good quality supervision and guidance to others, including students and volunteers</li><li>• The ability to work collaboratively as a member of a team and foster positive relationships with a range of other professionals</li><li>• In consultation with the class teacher, initiate links with other professionals to meet individual pupil need</li><li>• Ability to relate well to children and adults</li><li>• Ability to organise, lead and motivate classroom support staff colleagues</li><li>• The ability to accept supervision and respond to instructions, guidance and feedback from others</li><li>• Commitment to maintain confidentiality on all school matters</li><li>• A high standard of literacy and numeracy skills</li><li>• Commitment to high expectations for all pupils, students and volunteers</li><li>• Ability to plan effective actions for pupils at risk of underachieving</li><li>• The ability to contribute to the implementation and maintenance of clear, accurate records and report concerns to the appropriate people in line with school policy</li><li>• High level practical and organisational skills to contribute to the preparation and management of resources to promote and support learning</li><li>• Ability to evaluate children's learning needs</li><li>• Excellent organisational skills</li><li>• Self-motivation and personal drive to complete high quality tasks while meeting deadlines</li><li>• A good level of competence and an up to date working knowledge of ICT</li><li>• The ability to lead in managing sensitively the personal care of pupils, including intimate care needs, feeding and caring for sick children</li><li>• The ability to support in the identification of pupils who will benefit from a consistent behaviour strategy, and development and implementation of individual strategies</li><li>• Commitment to identify own priority training needs and participate in continued professional developmental opportunities</li><li>• Flexibility and enthusiasm</li></ul>
<b>Notes</b>
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.