

Job Description

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| Job title: | Senior Classroom Support Staff |
| Directorate: | People |
| Service: | Special Schools |
| Location: | Castle Wood School |
| Grade: | 5 |
| Hours: | 35 hours per week term time only (plus 5 teacher training days) |

Job Purpose

To work collaboratively and with the responsible teacher to implement teaching, learning and assessment in our severe autism pupils. To provide high quality care, learning and supervision of children in line with the school's policies and practices. To work collaboratively with all staff and external agencies to ensure best possible learning experiences for our pupils.

Additionally:

- To provide Preparation, Planning and Assessment (PPA) cover
- To supervise and manage the educational support staff.
- To mentor and manage the student placements that may be allocated to the classes.
- To liaise with health professionals and senior leads to ensure all pupil's needs are met.

Duties and Responsibilities

Under the guidance of teaching staff;

- Preparation of the learning environment, resources and equipment for individuals and groups of learners.
- Teach whole classes / small groups of children as part of PPA provision according to the PPA timetable.
- Deliver sessions and learning opportunities to individuals, groups and whole classes as specified within planning.
- 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.
- Use specialist skills to undertake those activities necessary to meet the wide range of physical, communication, cognitive and health needs of pupils.
- To work collaboratively with classroom teacher and other health care professionals in the planning and implementation of EHCP's, physio plans, care plans and behaviour relating.
- To manage co-ordinate and support the work of other educational support staff, including the monitoring of work and supporting their performance development needs and providing feedback.

Job Responsibilities and tasks may include:

- Collaborate with the teacher and team in lesson planning, evaluating and adjusting lessons for individuals, groups of pupils.
- Implement agreed learning activities using strategies in liaison with the teacher,

to support pupils to achieve their next steps in learning.

- Monitor and evaluate pupils' responses and engagement to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
- Provide supervision across the continuous learning day in accordance to the EYFS practice and principles during indoor and outdoor learning.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
- Establish nurturing and caring professional relationship with pupils providing appropriate feedback to them in relation to progress and achievement.
- Manage, prepare and maintain equipment and teaching resources for lessons and activities.
- Promote pupil independence in all aspects of learning by using alternative resources and strategies to enable access.
- Ensure that pupils are able to safely use equipment and materials provided.
- To work collaboratively with external agencies that work with the school and implement strategies.
- 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.
- Assist the teacher in monitoring and analysing records of pupils' progress.
- Utilise ICT and AAC 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 and safeguarding pupils.
- 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 group/whole class activities inside the classroom and outside, which may be away from the school premises.
- 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 management 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

Responsible to:

- The post holder will work under the general guidance and supervision of the Class Teacher and Senior Leadership Team
- Professional Development review will be undertaken with class teachers and a member of the Senior Leadership Team.

Notes

- 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
- The job description will be reviewed annually through the professional development review process

Person Specification

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| Job title: | Senior support staff |
| Directorate: | People |
| Service: | Special Schools |
| Location: | Castle Wood School |
| Grade: | 5 |
| Qualifications and training | |
| <ul style="list-style-type: none">• NVQ 3 for Teaching Assistants or equivalent qualification (preferably Nursery Nurse Qualification) or experienced Higher Level Teaching Assistant with HLTA Status• Literacy and numeracy skills to a good standard• Evidence of training in relevant strategies e.g. literacy and/or in a particular curriculum/learning area e.g. ICT, Maths, SEN specialisms | |
| Experience | |
| <ul style="list-style-type: none">• At least four years' experience of working with children of relevant age or with special needs• Experience of working in a team environment | |
| Knowledge | |
| <ul style="list-style-type: none">• Full working knowledge of relevant policies, codes of practice and understanding of relevant legislation• 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• Understanding of the principles of child development and learning processes and in particular, barriers to learning• Knowledge and Understanding of the kind of total communication strategies that can be used with pupils who have complex communication difficulties• A full understanding of the range of support services and providers | |
| Skills and Abilities | |
| <ul style="list-style-type: none">• Very good communication skills in a variety of forms with a range of pupils and adults• The ability to offer good quality supervision and guidance to others, including students and volunteers• The ability to work collaboratively as a member of a team and foster positive relationships with a range of other professionals• In consultation with the class teacher, initiate links with other professionals to meet individual pupil need• Ability to relate well to children and adults• Ability to organise, lead and motivate classroom support staff colleagues• The ability to accept supervision and respond to instructions, guidance and feedback from others | |

- Commitment to maintain confidentiality on all school matters
- A high standard of literacy and numeracy skills
- Commitment to high expectations for all pupils, students and volunteers
- Ability to plan effective actions for pupils at risk of underachieving
- 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
- High level practical and organisational skills to contribute to the preparation and management of resources to promote and support learning
- Ability to evaluate children's learning needs
- Excellent organisational skills
- Self-motivation and personal drive to complete high quality tasks while meeting deadlines
- A good level of competence and an up to date working knowledge of ICT
- The ability to lead in managing sensitively the personal care of pupils, including intimate care needs, feeding and caring for sick children
- The ability to support in the identification of pupils who will benefit from a consistent behaviour strategy, and development and implementation of individual strategies
- Commitment to identify own priority training needs and participate in continued professional developmental opportunities
- Flexibility and enthusiasm

Notes

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.