

CLASSROOM ASSISTANT SPECIAL EDUCATIONAL NEEDS



JOB DESCRIPTION

RESPONSIBLE TO:	Special Needs Co-Ordinator/School Manager
POST TITLE:	Classroom Assistant – Special Educational Needs/General Assistant
HOURS:	32.5 Hours Per Week
SALARY SCALE:	SENCA - NJC Points 11-14 (£25, 979 – 27,334 pro rata)

JOB PURPOSE:

Under the direction of the SENCO, assist with the educational support and the care of the pupil(s) with special educational needs who is/are in the teacher's care in or outside the classroom.

MAIN DUTIES AND RESPONSIBILITIES:

The precise duties of the post will be determined by the principal/outreach teacher/board officer.

1. SPECIAL CLASSROOM SUPPORT

- 1.1 Assist the teacher with the support and care of pupil(s) with special educational needs e.g. enable access to the curriculum, attend to personal needs including dietary, feeding, toileting etc. (if required)
- 1.2 Develop an understanding of the specific needs of the pupil(s) to be supported.
- 1.3 Assist with authorised programmes (e.g. Education Plan, Care Plan), participate in the evaluation of the support and encourage pupil(s) participation in such programmes.
- 1.4 To contribute to the inclusion of the pupil in mainstream schools under the directions of the class teacher.
- 1.5 Assist with operational difficulties and non-invasive medical/clinical difficulties pertaining to pupil(s) disabilities.
- 1.6 Support in implementing behavioural management programmes as directed.
- 1.7 Assist pupil(s) in moving around school and on and off transport.

2. GENERAL CLASSROOM SUPPORT

- 2.1** Assist pupil(s) learn as effectively as possible both in group situations and on their own by assisting with the management of the learning environment through:
- clarifying and explaining instruction;
 - ensuring the pupils are able to use equipment and materials provided;
 - assisting in motivating and encouraging the pupil(s) as required;
 - assisting in areas requiring reinforcement or development;
 - promoting the independence of pupils to enhance learning;
 - helping pupil(s) stay on work set;
 - meeting physical/medical needs as required whilst encouraging independence;
- 2.2** Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
- 2.3** Establish a supportive relationship with the pupils concerned.
- 2.4** Prepare and produce appropriate resources to support pupil(s).
- 2.5** Supervise groups of pupils, or individual pupils on specified activities including talking and listening, using ICT, extra-curricular activities, and other duties, as directed by the class teacher/officer.
- 2.6** Under the direction of the teacher/SENCO and following an appropriate risk assessment, assist with off-site activities.
- 2.7** Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing, toileting etc.
- 2.8** Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.
- 2.9** Ensure as far as possible a safe environment for pupils.
- 2.10** Report to the class teacher/SENCO any signs or symptoms displayed which may suggest that a pupil requires expert or immediate attention.

3. ADMINISTRATION

- 3.1** Assist with classroom administration.
- 3.2** Assist the class teacher and/or other professionals with the implementation of the system for recording the pupil(s) progress.
- 3.3** Contribute to the maintenance of pupil(s) progress records.
- 3.4** Provide regular feedback about the pupil(s) to the teacher/SENCO.
- 3.5** Duplicate written materials, assist with production of charts and displays, record radio and television programmes, catalogue and process books and resources.

4. OTHER DUTIES

- 4.1** Attend relevant in-service training.
- 4.2** Assist work placement students with practical tasks.
- 4.3** Such other duties as may be assigned by the SENCO within the level of the post.

It is acknowledged that the contents of this generic job description are not subject to appeal.