

Role Profile

Post Title:	Classroom Assistant (Additional Support for Learning)
Grade:	5
Date Created:	24th July 2018

ROLE DEFINITION

To work under the direction of and in partnership with, the class teacher in order for raise standards of pupil attainment and to provide support to teaching staff and pupils.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Provide support for pupils with significant additional educational and / or medical needs.
- Assist with pupil welfare e.g. clothing, hygiene, toileting, first aid etc and provide general support with pupil activities.
- Encouragement of and support for pupils (individual or group) while they are engaged in given tasks.
- Undertake appropriate skills training and personal development.
- General supervision of pupils as directed by the Head Teacher and pertaining to designated classes, playground supervision, wet intervals, lining up, lunch supervision etc.
- Involvement in anti-bullying strategies (e.g. developing playground games).
- Handling pupil information of a sensitive and confidential nature.
- Assist with daily registration and cash collection (milk money, lunch money, trip money, bookclubs etc.)



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- Assist with arrangements for excursions and parties (in co-operation with other staff, if necessary) and escorting / supervising pupils on class outings.
- Undertake class library duties, escorting / supervising pupils, maintenance of books and other resources, returning materials and clearing up as required.
- Setting up Audio Visual Aids equipment, accessing central resources, returning materials and clearing up as required.
- Reprographic work, including compilation, photocopying, collation, stapling and binding of workbooks, pupil folders etc. and filing of pupil work and records.
- Preparation of class related work including production of teacher prepared worksheets and overheads, setting up equipment / teaching aids and materials and clearing up as required.
- Wall displays. Including children's work, posters, teaching charts and other wall displays. Arranging storage as necessary.

ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	<ul style="list-style-type: none"> • British Sign Language Level 2 or equivalent * • *This applies only to posts located at the Education Support Resource Centres, the Hearing Impairment Unit or the Ayrshire Hearing Impairment Service. 	<ul style="list-style-type: none"> • British Sign Language Level 3 or equivalent* • *This applies only to posts located at the Education Support Resource Centres, the Hearing Impairment Unit or the Ayrshire Hearing Impairment Service. • Evidence of further study or training in supporting people with additional support needs. • First Aid training 	<ul style="list-style-type: none"> • Application Form • Interview
Experience	<ul style="list-style-type: none"> • Working with children 	<ul style="list-style-type: none"> • Working with children with additional support needs 	<ul style="list-style-type: none"> • Application Form • References • Interview



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Specialist Knowledge	<ul style="list-style-type: none"> • Interest in contributing to the education and welfare of children particularly those with additional support needs 	<ul style="list-style-type: none"> • Knowledge of the curriculum • Awareness of cash handling procedures 	<ul style="list-style-type: none"> • Application Form • Interview • Pre/Post-Interview Check (if appropriate)
Skills and Abilities	<ul style="list-style-type: none"> • Communicate effectively with children and adults • Work on own initiative and as part of a team • Deal with pupils with behavioural difficulties without feeling personally challenged • Effective organisation skills 	<ul style="list-style-type: none"> • Commitment to school and council policies 	<ul style="list-style-type: none"> • Application Form • References • Interview
Other	<ul style="list-style-type: none"> • Required to join the PVG Scheme for this type of regulated work • Ability to work flexibly • Willing to undertake training • Current driving licence and access to own vehicle *(this applies only to Extended Outreach posts) 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Application Form • Interview • Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.



OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<p><u>Focus</u> we put our customers first we understand the bigger picture</p>	<ul style="list-style-type: none"> • Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
<p><u>Passion</u> we take pride in the jobs we do we are ambitious for our community</p>	<ul style="list-style-type: none"> • Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
<p><u>Inspiration</u> we all look for better ways to deliver our services we achieve the best results by working together</p>	<ul style="list-style-type: none"> • Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind

