



CLASS TEACHER ASSISTANT JOB DESCRIPTION

PEOPLE MANAGER	Headteacher
ABS CLASS TEACHER ASSISTANT PAY BAND	£20,000 to £26,000 (not pro-rata)

- This job description should be considered as guidance and is not exhaustive.
- It may be amended at any time following discussion between the people manager and colleague and may be reviewed as part of the performance management review process.
- The post holder may be required to undertake other duties as reasonably required by their people manager.
- All posts are subject to Enhanced DBS checks in addition to a range of other vetting checks as per the latest statutory safeguarding guidance.

OVERVIEW

Class Teacher Assistants fulfil a vital role that requires them to draw upon and demonstrate the knowledge, skills, and expertise of professionals with experience of working with pupils who have associated SEND and SEMH needs. The purpose of the role is to work collaboratively with colleagues to maximise progress for pupils at Achieve Beyond Schools. You may work one to one with a specific pupil or may support a small group of pupils, depending on need. You will also support the successful operation of all aspects of the school, as directed by Teachers and the Headteacher.

EXEMPLAR RESPONSIBILITIES

- Adhering to the schools' behaviour policy, ethos, and procedures, to support pupils' positive behaviour, and improvements in behaviour over time.
- Role-modelling ABS values and the highest levels of professionalism.
- Motivating, engaging, and inspiring pupils because of building strong, lasting relationships, working seamlessly with colleagues, and planning carefully to meet pupils' individual needs.



ACHIEVE BEYOND SCHOOLS

- To work with teachers to facilitate effective, differentiated and child-centred learning.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Provide levels of individual learning and pastoral support to pupils in line with their learning plans.
- Prepare and use specialist equipment, plans and resources to support pupils.
- Supervise and support pupils who cannot access class-based learning sessions
- Support the assessment of pupils to determine those in need of particular help and support.
- Working closely with Teachers and Therapists to ensure consistency, continuity and quality of provision.
- To motivate, engage and inspire our pupils.
- To manage behaviour positively and in line with the schools' ethos and procedures.
- To facilitate effective, smooth transitions at the start & end of days and between lessons.
- Fulfilling the role of 'trusted adult', taking responsibility for the pastoral care of pupils.
- To play a core role in ensuring the learning environment is attractive, positive & uncluttered.
- To contribute to the schools' breakfast, break, lunch, assembly, exercise & enrichment provision.
- Supporting the organisation of educational visits, including completing risk assessments where necessary.
- Encouraging, developing, and supporting relationships between families, adults and pupils.
- Attending and participating in all mandatory briefings, meetings, and training sessions; and contributing to the schools' self-evaluation and ongoing improvement.
- Knowing, supporting, and realising the schools' policies and procedures, including those relating to safeguarding and data protection.
- Log incidents, phone calls, and communicate with families as per the schools' procedures.
- Assist with the supervision of pupils on visits, trips and out of school activities as required.
- Be aware of, and comply with, policies and procedures relating to child protection; health and safety; bullying; confidentiality and data protection, reporting all concerns to the Headteacher.
- Maintain total confidentiality regarding children and other information related to the school as stipulated in your contract of employment.
- *Complying with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.*



ACHIEVE BEYOND
SCHOOLS

CLASS TEACHER ASSISTANT PERSON SPECIFICATION

SKILLS, TRAITS, KNOWLEDGE and UNDERSTANDING

- Positive 'can do', flexible, willing-to-learn attitude.
- Strong communication skills (with pupils, families & professionals).
- Strong ability to always work constructively and collaboratively as part of a unified team.
- Strong ability to work successfully with pupils with extremely challenging behaviour.
- Sound skills in English and mathematics.
- Reflective & eager to progress professionally.
- Attention to detail, including in terms of presentation, punctuality and supporting the maintenance of an attractive environment for learning.

QUALIFICATIONS, TRAINING and EXPERIENCE

- GCSEs in at least English and Maths at grade D or above (essential).
- Further training or qualifications related to SEND/SEMH needs (desirable).
- An appropriate level of experience of operating in the classroom (or similar) environment with pupils who present with associated SEND and SEMH needs (essential).

Please sign to confirm you have read and understood your job description.

Name:

Signed: