



## **IN CLASS SUPPORT ASSISTANT**

### **JOB DESCRIPTION**

*This job description will be reviewed as part of the Appraisal and Performance Review system, and any changes may be mutually agreed between the post-holder, line manager and Headmaster during the interim.*

#### **Directly responsible to:**

1. The Headmaster (Overall responsibility)
2. Nursery Manager /SENCO (Line Manager)
3. Room Leader

#### **GENERAL DUTIES:**

- To undertake duties as specified in the relevant Job Description, having due regard to the aims and policies of the nursery/school.
- To share in the corporate responsibility for the pastoral care, well-being and discipline of all pupils at Nursery/St Francis School with reference to the nursery's/school's commitment to Child Protection and Safeguarding Policies.
- To support and promote the ethos of the nursery/school, upholding the core values outlined in the 'St Francis Framework'.
- To ensure that nursery rooms, school corridors, classrooms, pitches and all other nursery/school areas are safe places for the children, by reporting any hazards identified to the appropriate authority.

#### **QUALIFICATION REQUIREMENTS:**

- Previous experience of working with children within a nursery/school (desirable but not essential);
- An ability to be flexible and adapt to unpredictable day to day changes that are required of Learning Support Staff;
- Enthusiastic, creative, energetic and adaptable.

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**PURPOSE OF THE JOB:**

To provide assistance to an individual child with needs, and helping the child to:

- access the EYFS curriculum and achieve their potential;
- integrate with other children;
- adjust and cope with normal life within the nursery/school environment, in light of their needs.

**SPECIFIC DUTIES:**

1. Support the child, and in so doing to:
  - Assist the child to follow the daily routine.
  - Reinforce what has been communicated by the Room Leader
  - Reinforce underlying skills, if required, for the daily routine (guidance will be given).
2. In conjunction with the Room Leader, follow guidelines set out in the child's Individual Support Plan. Assist with re-enforcing Support Plan targets and strategies. Full guidance and instruction will be given by the Head of Learning Support/Room Leader.
3. In conjunction with the Room Leader, with guidance and instruction, develop the child's underlying skills in:
  - Cognition and Learning;
  - Social, Emotional and Mental Health;
  - Medical, Physical and Sensory Needs;
  - Communication and Interaction.
4. Assist with the observation, recording and monitoring of the progress of the child and share this information with the Room Leader and Head of Learning Support/SENCO.
5. Attend professional training days in school, when relevant and when required.
6. Attend a weekly meeting with the Room Leader/Head of Learning Support for training, support and discussion on the individual child's progress and intervention.

**Revised by the Nursery Manager and Head of Learning Support  
September 2017**