Camphill School Aberdeen
Building Futures, Transforming Lives

Classroom Assistant

Our Mission is to create a community where Children and Young Adults can live, learn and work in an integrated community based on mutual respect and unfolding of individual potential

Post:	Classroom Assistant
Service:	School
Line Manager:	Head of Education
Salary Range:	£13.45 per hour
Hours:	34.5 hours per week (Term Time only)

Job Dimensions–Provide assistance to the Classroom Teacher in all aspects of their work with the pupils, ensuring a high level of compliance with Health & Safety and CSA rules, policies and practices. The job holder will work as part of the class team to ensure that a warm and supportive educational environment is provided for pupils.

This post requires:

- No specific qualifications are required although qualifications related to working with children are valued

For more information, please visit our website
www.camphillschools.org.uk

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Key Responsibilities

- Assist the Class Teacher in all aspects of work with pupils
- Respect and work within the educational policy of the school
- Assist with other classes when necessary
- Ensure a high standard of personal care and hygiene for the children, carefully monitoring any ailments affecting the children and notifying the class teacher and others where appropriate.
- Follow any programme (educational/behavioural/etc) prescribed or instructed by a doctor, therapist, teacher, etc as required
- With appropriate support where required, provide care for a pupil out-with the classroom should that pupil be unable to attend class (e.g. in their house, outdoors. etc.)
- Promote and encourage both independence and interdependence in pupils at all times
- Be aware of and contribute to the planning and monitoring of pupil's individual education/behavioural objectives and targets and to carry them out under the class teacher's instructions
- Attend relevant meetings as required or appropriate
- Attend lectures and in-service training as deemed relevant or necessary as part of development plans or CSA policy
- Assist the class teacher in creating a warm and supportive educational and therapeutic environment for pupils under their care in line with curative educational philosophy

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- Assist with/take responsibility for individuals or groups of pupils and do adequate preparation for this
- Participate as required in break duties
- Take part in general organisational tasks within the school

Accountability

- Complying with the CSA Health and Safety policies, including Fire Precautions and Prevention
- Ensuring all reasonable precautions are taken to provide for the safety of pupils both on campus and in the community
- Ensuring all relevant and current CSA policies are understood and worked within and that it is known where to access this and further information should it be required
- Maintaining confidentiality of all information concerning pupils
- Complying with school regulations concerning performance of their duties and undertake any such other duties as reasonably required by the CSA

Personal Qualities and Aptitudes

- Awareness and management of risk both to the pupil and him/herself
- Openness to change
- Willingness to learn and share
- Acceptance of personal accountability

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- Participate in pupil reviews with the class teacher and relevant others
- Attend lectures and in-service training as deemed relevant or necessary
- Attend an individual annual review to reflect on the past year and plan for the next one. This review is also the opportunity to discuss personal aims and aspirations although this should also be part of a continuous process
- Work to their agreed Personal Development Plan

The tasks and remit contained within this job description captures the main responsibilities of the role and is not exhaustive. CSA retains the right to request other tasks, within reason, be undertaken by the post holder as requested.