

## JOB DESCRIPTION

### CLASS SUPPORT ASSISTANT

<b>Reports to</b>	Class Support Lead
<b>Responsible for</b>	N/A
<b>Hours</b>	Monday to Friday, 27.5 hours per week, 9.30am - 3.30pm / part time may be considered. Jigsaw School Term Times (over 3 terms).
<b>Annual Leave</b>	44 days paid holiday plus bank holidays

#### Job Overview

Based in the Jigsaw CABAS® School, you will support pupils with autism and related disabilities within the classroom and break time environment. You will be encouraging learning progression and social development to help each child reach their full potential. Jigsaw will provide you with comprehensive practical and theoretical training alongside a career pathway in SEN teaching within a very friendly and supportive environment.

#### Main duties and responsibilities

- Interact and participate with the pupils in the development of skills, supporting pupils with their social and emotional development
- Build good relationships with the pupils, teachers and parents
- Participate in group sessions, including 'Attention Autism', group reading, PE and topic work
- Support with indoor/outdoor playtime for pupils whilst encouraging good play
- Encourage and enable pupils to maintain acceptable levels of personal and environmental hygiene, provide personal care (toileting, feeding) for pupils
- Take part in extra-curricular and off-site activities with pupils during school hours
- Contribute to the production and maintenance of appropriate curricular teaching materials, including downloading from web, printing and laminating
- Ensure class stationery is kept tidy and well resourced
- Prepare, monitor and tidy the lunch room and break areas before and after snack and lunch times
- Support pupils with feeding following both their specific and the schools lunchtime/behaviour guidelines
- Progress your personal development via practical and theoretical training
- Participate in staff meetings as required
- Develop your knowledge of autism spectrum disorders and associated disabilities
- Understand and implement health and safety policies and emergency and fire procedures
- Promote safe working practice and ensure the security of the workplace is maintained
- Undertake any other tasks which can be reasonably expected in relation to the role
- Adhere to all company policies and procedures within defined timescales

## PERSON SPECIFICATION

### Knowledge, skills and experience

- Experience of working with children and/or young adults from 4 – 19 years with or without special educational needs and disabilities (SEND)
- Good standard of numeracy and literacy
- Interest/experience in the issue of SEND/autism spectrum disorders
- Commitment to ongoing professional development and training
- An understanding and personal commitment to safeguarding and promoting the welfare of children and young people
- Able to perform tasks of a physical nature (often demanding) including twisting and stooping and working at a lower height
- Experience of delivering personal care is desirable
- Confidence in maintaining confidentiality and discretion
- A positive, can-do attitude

### Personal qualities

#### Achieving results

- Gathers information from a variety of sources to reach a conclusion, complete a task
- Promptly and efficiently completes work assignments
- Initiates collaboration with others and spontaneously assists others in the delivery of their work
- Contributes positively to the team
- Asks for help identifying and achieving own and shared goals
- Displays a positive attitude in the face of ambiguity and change
- Organises the use of resources to meet expectations and identifies difficulties
- Shares all relevant information with others and seeks others' input

#### Building relationships

- Listens actively, considers people's concerns and adjusts own behaviour in a helpful manner
- Responds to and anticipates others' needs in a timely, professional, helpful and courteous manner, regardless of others' attitude
- Strives to consistently meet service standards
- Is attentive when doing projects and assignments, or when interacting with people from different backgrounds
- Checks own understanding of others' communication (e.g. paraphrases, asks questions)
- Maintains continuous, open and consistent communication with others

#### Planning for the future

- Takes advantage of learning opportunities provided (e.g. courses, feedback from supervisor or peers) to meet requirements of current job
- Is able to explain how own work relates to the work of the Organisation
- Identifies current or past contacts that can provide work-related information or assistance
- Fosters two-way trust in dealing with contacts (e.g. maintains confidentiality regarding sensitive information)

**We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.**

**THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK**

**Caring · Person-Centred · Continuous Learning · Integrity · Teamwork**