

## JOB DESCRIPTION

### CLASS SUPPORT ASSISTANT

<b>Reports to</b>	Class Support Lead
<b>Responsible for</b>	N/A
<b>Hours</b>	Full and part time working is available Monday to Friday, 9:00am – 4:00pm (core hours of 10:00am – 2:00pm must be covered on days worked) 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 with school activities. You will be encouraging learning and development to help each child reach their full potential. You will also assist the teaching team to ensure smooth delivery of learning programmes and academic development.

#### Main duties and responsibilities

- Support pupils with the development of skills including their social and emotional development
- Support with indoor/outdoor playtime for pupils during break whilst encouraging good play
- Prepare, monitor and tidy the lunch room and break areas before and after snack and lunch times Provide personal care including toileting and feeding, encouraging and enabling pupils to maintain acceptable levels of personal and environmental hygiene, whilst promoting independence
- 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
- Build good relationships with the pupils, teachers and parents
- Progress your personal development via practical and theoretical training
- Develop your knowledge of autism spectrum disorders and associated disabilities
- 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 (professional, personal or voluntary) of working with children and/or young adults with or without special educational needs and disabilities (SEND)
- Good standard of numeracy and literacy
- Passion and interest in learning disabilities
- Comfortable working with children who exhibit behaviour that challenges
- Comfortable supporting others with personal/intimate care where required
- 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
- Working knowledge of Microsoft Office applications (Word, Excel & PowerPoint)
- A positive, can-do attitude

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## PERSON SPECIFICATION (cont)

### 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
- Fosters two-way trust in dealing with contacts (e.g. maintains confidentiality regarding sensitive information)

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

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.