



## Camphill School Aberdeen

### Job Description

**Location: Camphill School Aberdeen (CSA)**

#### ETHOS OF CSA

The Camphill Movement, which was founded in 1940, works to create communities in which vulnerable children and adults, many with learning disabilities, can live, learn and work with others in healthy social relationships based on mutual care and respect.

Camphill is inspired by Christian ideals as articulated by Rudolf Steiner and is based on the acceptance of the spiritual uniqueness of each human being, regardless of disability or religious or racial background.

#### JOB TITLE (JOB-HOLDER)

### CLASSROOM ASSISTANT – ADDITIONAL SUPPORT NEEDS

#### SITUATION IN ORGANISATION

Reports to: Class Teacher  
No direct reports

#### 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.

|                      |                                                              |                                         |                                                                                                  |
|----------------------|--------------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>KEY CONTACTS:</b> | Support Co-worker:<br>Head of Education:<br>Head of HR & OD: | Teacher<br>Helen Willey<br>Jane Hepburn | Pyrite Schoolhouse, 01224 861589<br>Central Office, 01224 867935<br>Central Office, 01224 866152 |
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#### PERSONAL COMMITMENT STATEMENT

##### At all times, the job-holder will:

- 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 (eg. in their house, outdoors. etc.)
- Promote and encourage both independence and inter-dependence 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

##### In undertaking this role, the job-holder will:

- Proactively carry out the activities of the job
- Be responsible for meeting agreed objectives
- Adapt to changes in work practices and job activities
- Act in the best interest of CSA at all times
- Seek out learning opportunities and transfer new skills and knowledge to the job

- Adhere to the values and principles of the CSA Code of Practice at all times
- Willingly and openly share good practice

#### ACTIVITIES

- 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
- 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

**At all times, the job holder is accountable for:**

- 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

#### REQUIRED QUALIFICATIONS / EXPERIENCE

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

#### CONTINUOUS PROFESSIONAL DEVELOPMENT

**The job holder will, when requested:**

- 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 job holder should be aware that all individuals in this job role are entitled to request inclusion in the BACE course. This is not a mandatory training requirement.

#### KEY QUALITIES

The job holder should demonstrate the following qualities identified as critical for this post:

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

**Head of Learning Approval:**

**Name:**

**Job Holder Approval:**

**Name:**