



## **Classroom Assistant posts**

### **Job description**

**Post:** Classroom Assistant

**Responsible to:** Principal/ SENCo

### **Main Duties and Responsibilities**

Under the direction of teaching staff, to assist with the care of individual or groups of students, to support their learning and development.

### **Teaching and learning**

- Assist in the educational and social development of students under the direction and guidance of the Principal, SENCo and class teachers
- Assist in the implementation of Individual Education Programmes for students and help monitor their progress
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
- Work with other professionals, such as speech therapists and occupational therapists, as necessary
- Assist class teachers with maintaining student records
- Support students with emotional or behavioural problems and help develop their social skills

### **Administrative duties**

- Prepare and present displays of students' work
- Support class teachers in photocopying and other tasks in order to support teaching
- Undertake other duties from time to time as the Principal requires

### **Standards and quality assurance**

- Support the aims and ethos of the College
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety

### **Other duties and responsibilities**

To undertake other similar responsibilities or activities that may fall within the grade and scope of the post, as directed by the Principal/ SENCO.

## **Qualifications/Experience**

### **Essential Criteria**

- English and Mathematics GCSE grade C or above, or equivalent
- Experience of working directly with young people in a paid or voluntary capacity
- Ability to work unsupervised and on own initiative

### **Desirable Criteria**

- Experience of working in school environment
- Qualified at NVQ Level 3 or equivalent in childcare, as outlined on JNC Circular 5, or hold a relevant degree

### **Personnel Specification**

- Commitment to Integrated Education
- Enthusiasm and energy
- The ability to be flexible in an evolving professional context
- The desire to extend professional knowledge via training courses
- Commitment to excellence

### **Salary**

SCP11 - 14 - £25,979 - £27,334 pa (pro rata) £13.8396 - £14.5615 per hour

### **Annual leave**

23 days + 12 Statutory Holidays pro rata

### **General**

The available posts may include the opportunity for both part time and full time hours.