**GREENWICH COUNCIL**

**JOB DESCRIPTION**

**DEPARTMENT** EDUCATION

**SECTION** KING’S OAK SCHOOL

**GRADE** SCALE 3

**DESIGNATION** CLASSROOM ASSISTANT LEVEL THREE

**RESPONSIBLE TO:** EXECUTIVE HEADTEACHER/HEAD OF SCHOOL/DEPUTY HEADTEACHER/TEACHER/SENCO

# Purpose of job

To provide practical assistance to the line manager in the School/service in catering for the personal welfare and education needs of pupils. As far as possible to ensure a safe working environment for staff and pupils. To contribute to facilitating pupil access to the education system, promoting inclusion, assessing and supporting achievement and monitoring progress towards service objectives. This may, at times, mean that the Teaching/Classroom Assistant has responsibility for managing different initiatives e.g. Early Literacy Strategy and other projects. Supporting pupils on the special educational needs register as required.

# Specifically

1. Assisting the Teacher to prepare learning materials. To prepare the classroom equipment and computers for use by pupils ensuring that equipment or materials are suitable for the learning activities and prepare, design, adapt other materials where necessary.
2. Assisting the Teacher in the planning and delivery of class activities at prescribed Key Stage levels.
3. Assisting the teacher to supervise and support pupils’ IEPs both indoors and outdoors. To contribute to observations and records on an individual’s progress producing written reports where necessary.
4. To support the teaching of Literacy and Numeracy by delivering activities and to work with individuals and small groups on specific activities that may be under the guidance of the Teacher or other lead person.
5. To contribute to the positive management of pupil behaviour.
6. To pass on information about pupils personal and educational needs to parents, the class teacher and other staff as appropriate. To contribute to team meetings and review meetings. To assist in the assessment recording and reporting of pupil progress. Reporting to the Teacher and giving feedback to pupils on their progress.
7. To act as a mentor to other Teaching/Classroom Assistants.
8. To administer tasks and tests and to contribute to the assessment and reporting of pupil progress.
9. To organise and take part in school activities and events as required and to accompany and support children on outings from school as necessary.
10. To support the pupil in physical activities (e.g. PE, drama, etc) as required.
11. To ensure the physical welfare of pupils and to assist pupils with their physical needs as appropriate and agreed.
12. To undertake training and attend INSET days in accordance with contractual arrangements. To contribute to whole school policies.
13. Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head Teacher.
14. To maintain the health & safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your manager.
15. To support the school’s/borough’s equal opportunities policies.

Other: Assisting with any other duties of a similar level of responsibility as required by the Head Teacher.