



Harpole Primary School

JOB DESCRIPTION (1382) CLASSROOM ASSISTANT

Key Features

- Jobs comprise a sequence of tasks that form standardised work routines.
- Some may have a more specialist role that will typically cover a deeper knowledge of a narrower range of circumstances.
- May provide informal assistance to less experienced colleagues.
- Works under instruction / guidance enabling access to learning including special educational needs.
- Jobs require a normal level of courtesy and effectiveness in dealing with other people.
- Should be able to ask questions, seek clarification and exchange information using tact and diplomacy.
- May provide straight forward clerical support to teacher or organisation.
- May contribute at an individual level to monitoring team resource levels and providing simple information.
- Likely to interact with colleagues, pupils, parents, carers and educational professionals.

Key Inputs/Outputs

1. Working in the Environment

Providing personal and welfare care:

To assist with the planning, development and implementation of pupil education / behaviour plans and personal care programmes to ensure that the school's health, safety and behaviour policies are maintained.

Supporting pupils in the learning environment:

To supervise and support pupils in the learning environment including more in depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.

To assist pupils within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of pupils and the curriculum (*for example literacy, numeracy, ICT*).

To assist with the supervision of pupils out of lesson times to enhance service delivery (*for example before and after school*).

Providing clerical and other support to service users:

To provide clerical and other support to meet service delivery requirements (*for example photocopying, typing, filing, money, administering coursework*).

To support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher to meet service delivery requirements.

To administer routine tests, invigilate exams and undertake routine marking of pupils' work to meet requirements of pupils and the curriculum.

Preparing and maintaining the classroom environment and resources:

To create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work to support predefined learning activities to meet the needs of pupils and the curriculum.

To prepare, maintain and use equipment and resources required to meet lesson plans / learning activities to meet the needs of pupils and the curriculum.

2. Working with People

Developing the team:

To participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives.

Building professional relationships:

To build and maintain positive and constructive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school.

3. Working with resources**Monitoring levels and ordering resources:**

To monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum.

To maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.

4. Working with Information**Reviewing pupils' performance:**

To monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development.

5. Additional Work Elements**Physical effort and/or strain:**

Job holders regularly move around during their normal working pattern, walking, standing and sitting with pupils. Job holders may set out PE equipment and will have help in moving heavy equipment.

Working environment:

Job holders may carry out playground duties in variable weather conditions; however, there is usually indoor play during bad weather.

Very occasionally, job holders are required to clean up toilet accidents and help clean up children who have been ill.

Development and training

To undertake any professional development opportunities offered and apply the acquired skills and knowledge in day-to-day activities.

To undertake any other duties as requested by the Headteacher.

I have read and agree with the job description above.

Signed Date