

**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 £28,142 pa (pro rata) £14.99 per hour

SCP14 £29,540 pa (pro rata) £15.73 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. There may also be the opportunity for some temporary posts to cover long time illness.