



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 £29,071 pa (pro rata) £15.4866 per hour

SCP14 £30,515 pa (pro rata) £16.2873 per hour

Annual leave

23 days and 12 Statutory Holidays pro rata.

After 5 years relevant experience/service 29 days annual leave

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 illness.