

JOB DESCRIPTION

Name

Title of Post Classroom Assistant (Primary)

Responsibilities

Responsible to:- The post holder will be initially responsible to the Class Teacher.

Responsible for:- Working as part of the Foundation / Key Stage team under the direction of the teacher(s) to provide safe, high quality education and care for young children. i.e.

- To assist the teacher in the day to day running of the Class.
- To provide a stimulating and varied programme of play and learning opportunities.
- To ensure the safety and well-being of the children.

Main duties and tasks:

- To help to set up the classroom for the daily programme and to help tidy away at the end of the session.
- To ensure high standards of hygiene and safety are maintained at all times in all areas.
- Report to the Class Teacher in case of observation of problems with children.
- To be involved in curriculum planning, policy writing and record keeping as requested and led by the Class Teacher.
- To actively encourage children's progress in all areas of development, types and stages of play, by interaction and extension of play activities.
- To attend staff meetings as requested.
- To attend in-service training courses and meetings as required.
- To support the work and values of the classroom by helping to create an environment that promotes open and equal opportunities for children and adults.
- To work as part of a team and support colleagues.
- To encourage the participation and involvement of all parents of children attending the class.
- To advise the Class Teacher of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To undertake any other reasonable duties as directed by the Teacher, Department co-ordinator or Headteacher in accordance with the department's plans and objectives.
- To be flexible within the working practices of the school.
- To be prepared to help when other areas of the school may be short staffed, or with domestic duties or other duties as specified by the Department co-ordinator or Headteacher.