

# Classroom Assistant Job Description

## Scale C4

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Location: Hemblington Primary School

Pay Grade: C4

Purpose of the Role: To supervise the care of pupils under direction and provide support to the teacher in the management of pupils. The emphasis is on the safety and care of pupils.

### Experience/Knowledge

- Proven successful experience of working with children in an educational setting
- Have an understanding of the importance of lesson planning, support plans and learning objectives to contribute to learning
- Knowledge and understanding of the importance of the school's Health and Safety policy

### Skills and abilities

- Ability to work as part of a team
- Able to communicate effectively with a range of people
- Excellent listening skills
- Well organised and practical
- Patient and nurturing with an ability to diffuse conflict
- Adaptable and flexible
- Calm under pressure
- Able to form and maintain a range of Teaching and Learning strategies
- Able to form and maintain appropriate professional relationships and boundaries with children and parents
- Able to organise and deliver classroom activities
- Able to deal with sensitive information in a confidential manner

### Additional factors

- Have a caring and positive nature
- Prompt and reliable
- Prepared to undergo training appropriate to the post
- Work in line with the school's behaviour policy
- Work within the guidelines of the Safeguarding Children and Young People's policy
- Willingness to attend and participate in meetings to review pupil progress
- Ability to monitor and evaluate pupil performance

Interest in outdoor learning

## **Qualifications**

- A good level of English and Maths
- An NVQ/Childcare qualification

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

