**HERRIES PREPARATORY SCHOOL**

**JOB TITLE:** Classroom Assistant

**RESPONSIBLE TO:** Head Teacher

**LIAISES WITH:** Classroom Teacher

**MAIN PURPOSE OF THE JOB:**

To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

**1. Specific Classroom Assistant Duties**

* Promote learning by working within the classroom, with small groups or on an individual basis
* Create and organise a stimulating and motivating learning environment for pupils
* Help to identify learning, social and emotional needs & liaise with teachers
* Help individuals who need extra support to complete tasks
* Be flexible to carry out any specific role or task as reasonably requested
* Help teachers manage class behaviour
* Attend meetings, help with outings and sports events
* Issue & record consistent rewards e.g. stickers and house points
* Develop your role within the team especially as a key worker if relevant
* Develop personal IT skills to utilise resources and enhance learning

**2. Classroom Responsibilities**

* Supervise group activities and clear away resources and equipment after lessons
* Help teachers prepare materials that match development needs
* Prepare the classroom at each end of term and daily for lessons
* Clear the classroom and school areas at each end of term
* Ensure displays are regularly checked for wear and tear

**3. Playground Responsibilities**

* Contribute to the morning and lunchtime duty rota
* Promote an inclusive environment and look after children who are upset
* Deal with any incidents swiftly and report any concern to Assistant Head Pastoral

**4. Planning & Documentation Responsibilities**

* Uphold standards by adhering to all policies and procedures
* Contribute to a planned programme suitable to the age range
* Maintain a record of achievement file for parents/carers
* Contribute to the ongoing assessment of progress and development
* Prepare activities to suit the stage of development
* Keep evidence of training and courses in CPD file
* Carry out administrative tasks and records as required

**5. Pastoral & Safeguarding Responsibilities**

* Actively promote and support the safeguarding of pupils, ensuring policies and procedures are observed at all times
* Contribute a high standard of physical, emotional, social and intellectual care
* Ensure a high quality environment to meet the needs of differing cultures, religious backgrounds, and stages of development
* Utilise all opportunities to raise self-esteem, wellbeing and intrinsic motivation
* Be aware of and respond to school confidentiality procedures
* Report any child protection or safeguarding concern immediately to the DSL
* Provide comfort and warmth to all children

**6. Other Responsibilities**

* Be aware of the high profile of Herries and uphold its standards at all times.
* Work collaboratively with pupils, parents, carers and colleagues
* Attend appropriate inset, meetings, functions and training events as required

It is expected that staff will set a good example to pupils and will be appropriately dressed with regard to classroom or other school activities.

This job description will be subject to review, in consultation with staff, on a regular basis.