

**Classroom Assistant  
Job Description**

**Reporting to: Head of Department**

All members of staff must work within the framework provided by the school's policies and procedures to fulfil the general aims and objectives of Radnor House. All staff are expected to undertake such other duties as the Head may reasonably request and to carry out the roles outlined in their respective job descriptions to the highest level.

As a Radnor House School Classroom Assistant, your overriding duty is to make a positive and energetic contribution to the education of the children at the school. The main focus is to support the class teacher in all aspects of educating our pupils, alongside other specialist teachers and teaching assistants providing administrative and teaching assistance to the class teacher.

The main focus is to support our class teacher to:

- ✓ provide a happy, stimulating environment in which our children can learn;
- ✓ prepare the classroom and all learning materials needed;
- ✓ work with children individually and in groups to support their learning;
- ✓ participate in the active assessment of the children's learning;

And in addition to:

- ✓ participate enthusiastically in all aspects of school life, including assemblies, break times, lunchtimes, story times, sport, music and drama;
- ✓ Carry out playtime duty at break and lunch time;
- ✓ work with all school staff to achieve educational and other goals for the pupils and the school;
- ✓ Attendance at staff meetings as reasonably called by the Head of School;
- ✓ attendance at official staff development and training events as arranged by the Head Teacher;
- ✓ attendance and participation in official school events, and other school events as required by the Head Teacher out of normal school hours including evening events relevant to the year group in which you are working;
- ✓ any other reasonable duties as required by the Head Teacher to further the educational and business aims of the school;
- ✓ working with the other staff and Head of School to ensure Radnor maintains our strong commitment to the protection, welfare and safety of our children.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

Agreed by:

Agreed by Jobholder:

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**Darryl Wideman**  
**Head**  
**Radnor House**  
**Dated:**

**Radnor House**  
**Dated:**

*Radnor House is an Equal Opportunities employer, committed to safeguarding and promoting the welfare of children. Screening, including an Enhanced DBS Check, is routinely carried out on successful applicants. Our Safer Recruitment Policy can be downloaded from the "Directory of Policies" page of our website.*