



## Job Specification

<b>Job Title:</b>	Junior School Classroom Assistant
<b>Salary:</b>	Scale Grade 2:1, £24,100.00 per annum pro rata Actual salary for this role is £18,455.00 per annum
<b>Hours of Work:</b>	1.0 FTE (Term Time Only) - <b>One year fixed term contract.</b> 8.15am - 4.15pm
<b>Break(s):</b>	30 minutes unpaid lunch break
<b>Reporting to:</b>	Head of Junior School

-----

### Core Responsibilities

- **Supporting Learning & Development:**

- Work closely within the Junior School team to help raise pupil attainment and facilitate access to the curriculum.
- Assist teachers in delivering high-quality primary education, including setting up activities, organising resources, and managing the learning environment.
- Assist class teachers and specialist teachers, including PE, swimming, art, music and drama.
- Provide direct support to individual pupils or small groups to enhance their learning and promote independence.
- Apply effective behaviour management strategies in line with school policy.
- Support learning outside the classroom, including trips, beach school, and visits.
- Utilise ICT to advance pupils' learning.
- Observe pupil performance, feeding back to the class teacher and contributing to assessment and planning.

- **Pastoral Care & Wellbeing:**

- Develop caring and trusting relationships with pupils, ensuring their safety and emotional wellbeing.
- Administer first aid when necessary and care for children who are upset or have had accidents.
- Undertake supervisory duties during breaks and lunchtimes.



- Maintain accurate records of incidents, accidents, and pastoral concerns (Engage Daybook entries).
- Actively promote the **safety and wellbeing of pupils** by adhering to **Getting it Right for Every Child (GIRFEC)** principles and the school's **Child Protection Policy**.
- **Collaboration & Communication:**
  - Work effectively with class teachers, specialist teachers, and other colleagues to ensure a holistic approach to pupil development.
  - Communicate clearly and appropriately with pupils, staff, and parents/carers (under the direction of the class teacher).
  - Share insights about pupils with relevant professionals to support informed decision-making regarding interventions and provision.
- **Professional Development & Safeguarding:**
  - Commit to continuous professional development, reflecting on your practice and seeking relevant training (including essential EduCare courses).
  - Attend INSET days as required.
  - Maintain up-to-date knowledge of the PYP Curriculum.
  - Adhere strictly to all **statutory safeguarding guidance (National Guidance for Child Protection in Scotland and GIRFEC)** and the school's safeguarding policies.
  - Operates within the School's Professional Code of Conduct, aligned with SCIS and GTCS principles.



## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"><li>● Proven experience of working in an Education environment.</li><li>● Experience of working with children.</li><li>● An understanding of child development and the needs of children.</li><li>● Awareness of Health and Safety and Child Protection regulations.</li></ul>	<ul style="list-style-type: none"><li>● Proven experience of working as a teaching assistant, particularly in a Junior or Primary School or Early Years setting.</li><li>● An understanding of the IB Primary Years Programme (PYP) philosophy and the Learner Profile Attributes.</li></ul>
<b>Education, Training &amp; Qualifications</b>	<ul style="list-style-type: none"><li>● Qualifications: SQA Standard Grades or GCSEs in English and Maths.</li></ul>	<ul style="list-style-type: none"><li>● SQA Highers or A Levels in relevant subjects.</li><li>● Professional qualification in childcare or early education.</li></ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"><li>● Ability to work independently with initiative and as part of a team.</li><li>● Excellent organisational skills.</li><li>● Ability to remain calm under pressure.</li><li>● Patience, empathy, and a genuine passion for supporting children's learning and well-being.</li><li>● Excellent communication and interpersonal skills, with the ability to build strong relationships with pupils, parents and colleagues.</li><li>● A caring manner with appropriate communication skills to relate to primary aged children.</li><li>● Sound IT skills.</li><li>● Professional manner and appearance.</li><li>● Commitment to safeguarding and promoting the welfare of children.</li></ul>	<ul style="list-style-type: none"><li>● Empathy with the aims and ethos of the Independent School sector.</li></ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** June 2025

**Next review date:** June 2026