



CLASSROOM ASSISTANT JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to:	Head of Section
Job Overview	To provide teaching and administrative support and to help in the smooth running of the Pre-Prep.
Duties and Responsibilities:	<p>Teaching & Learning – Supporting Teachers</p> <ul style="list-style-type: none">• To assist in the classrooms as timetabled and as directed by the form teacher or Head of Section.• To assist the teachers to plan, prepare and deliver high quality differentiated lessons across the curriculum in line with the School's schemes of work and adjust plans according to pupils' responses and needs.• To assist the teachers to identify clear teaching objectives and learning outcomes, with appropriate challenges, high expectations and taking into account the children's interests.• To determine the need for, to prepare, and to clear up resources and activities both indoors and outdoors.• To assist the teachers to organise and manage groups of children or individual children ensuring differentiation of learning needs, reflecting their abilities, and ensuring all learners have equal opportunities to learn and develop.• In collaboration with the teachers, to observe, assess and track children's attainment and contribute to reporting procedures.• To listen to the children read and to promote their interest, enthusiasm and understanding of books.• To assist in the teaching of reading in accordance with the aims and methods of the Department.• To promote independent learning and celebrate achievement through child friendly, interactive displays and presentation of children's work.• To ensure that School policies and Pre-Prep procedures are reflected in daily practice. <p>Teaching and Learning – Supporting Pupils</p> <ul style="list-style-type: none">• To help create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.• To promote children's self-esteem and to help them develop confidence in themselves and positive attitudes to learning.• To promote high standards of behaviour among the pupils, safeguarding their health and safety, encouraging them to interact and work co-operatively together and to take responsibility for their own behaviour.• To promote the inclusion and acceptance of all children within the classroom.• To share responsibility for promoting children's personal, social and emotional development with communication and physical skills in all activities.• To encourage the pupils to have good personal hygiene. To assist with self help skills and encourage independence whenever possible.• Within reason, to cover class teaching responsibilities in the absence of a Class Teacher.

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.

	<p>Training and Development</p> <ul style="list-style-type: none"> • Regularly review own practice, and in collaboration with the Head of Section, to set personal targets and take responsibility for own continuous professional development. • Attend relevant courses and learning activities in order to update knowledge as required. <p>General Requirements</p> <ul style="list-style-type: none"> • To be aware of, comply with and promote: <ul style="list-style-type: none"> - Whole School policies (including safeguarding) - Pre-Prep procedures and risk assessments - Staffing policies and procedures • Provide administrative support for the Pre-Prep and carry out administrative tasks at the request of the Head of the Pre-Prep. • Share regular supervisory duties as required, including during breaks and lunchtimes, and before and after School care. • Supervise children on visits, trips and out of School activities as required. • To attend parents evenings and other meetings with parents if asked by the class teacher. • To participate actively in staff meetings (inside and outside of normal School hours), INSET days and TWILIGHT training sessions. • To be flexible in approach to the School day and week, undertaking different tasks as required. • Maintain high professional standards of attendance, punctuality, appearance and conduct. • Actively promote positive, courteous relations with children, parents and colleagues. • Maintain good order and discipline among pupils and to support and contribute to the School's responsibility for safeguarding their children. • Promote the good name and reputation of the School.
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Keys Skills & Knowledge:	<ul style="list-style-type: none"> • Knowledge of the curriculum and a Level 3 Teaching Assistant qualification. • Strong knowledge of supporting the teaching of phonics. • Knowledge and understanding of safeguarding procedures. • IT literate and understanding of the role of ICT in class.
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Personal Competencies & Qualities:	<ul style="list-style-type: none"> • To be an enthusiastic individual possessing drive, energy and commitment, with a presence which engenders confidence and respect from children, colleagues and parents. • To possess a proven ability to inspire pupils. • To be able to plan, prioritise and manage a varied workload. • To be team focused, sharing knowledge and information with other members of staff to promote good practice. • To focus on what needs to be delivered, to understand what is needed and to respond promptly. • To be committed to the highest standards of educational and pastoral care for all pupils.
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Terms & Conditions	Hours of Work <ul style="list-style-type: none"> • Core School hours, when Classroom Assistants are expected to be in work, are currently 8am to 4.30pm each day, plus a proportional share of pastoral and organisational duties. • All INSET days and major School and departmental events, such as Open Day, Sports Day and parents' evenings. • Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Head Master from time to time. • Classroom Assistants may be called to perform other duties that the Head Master considers reasonable, that are commensurate with the grading and designation of the post.
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Safeguarding Children	<p>Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and the DBS.</p>
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