

## Job Description

### Classroom Assistant for Year 1 (Full Time - 40 hours per week - Term Time only)



## Job purpose

### Summary

In accordance to the KAS ethos described in *The Framework*, all staff:

- Disseminate the school's Mutual Respect policy, encouraging and supporting positive behaviour, inside and outside the classroom, at all times.
- Fulfil their commitment as a member of the KAS community to Safeguarding and promoting the welfare of children.
- Carry out staff responsibilities to deliver Health & Safety.
- Maintain absolute discretion and professional confidentiality about children, families and the school, and observe statutory data protection practices.
- Undertake duties and cover as required in accordance with normal school practice.
- Maintain effective liaison with all parts of the school.

**All Classroom Assistants have a vital pastoral role and an academic support role.**

REPORT TO: Class Teacher, Head of Lower School

PURPOSE: To work with the class teacher and subject teachers to safeguard children and to encourage the social, physical, emotional and educational development of every child.

### MAIN TASKS:

#### To facilitate the provision of a high standard of education and care for all children

- assisting across the curriculum
- contributing to the preparation of lessons
- helping to provide teaching materials and resources
- encouraging and aiding children's learning
- displaying children's work creatively
- ensuring the care and general tidiness of the cloakroom and classroom
- contributing to observations and records of every child's progress, as required by the class teacher

#### To provide a safe and healthy environment by

- supervising children in lessons
- supervising children at play, indoors and outdoors
- supervising children at meal times
- taking an active part in all emergency and security procedures e.g. fire drills, dropping off and collecting routines

### ADDITIONAL DUTIES:

- attending staff meetings, INSET days and other training as required
- participating in regular review

## Personal Specification

In order to fill this role effectively, the ideal candidate will have the following skills and experiences:

- Classroom Assistant qualifications are desirable but not essential. What is of greatest importance is an interest and enjoyment in working with children
- Previous experience as a Classroom Assistant or experience of similar work with children in a school environment is desirable
- A commitment to child centred education and the informal ethos of the school
- Proven ability to work co-operatively and effectively with colleagues
- Good verbal and written communication skills

Signed by: \_\_\_\_\_ Classroom Assistant

Signed by: \_\_\_\_\_ Head of Lower School

Date: \_\_\_\_\_ Reviewed