



St Peter's Church of England (VC) Primary School

Job Description: Classroom Assistant

Grade

Kent Range 3

Responsible to

The Headteacher, Key Stage Leader and Class Teacher

Job Purpose

Work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Main Duties

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
- Support pupils to understand instructions support independent learning and inclusion of all pupils.
- Support the teacher in behaviour management and keeping pupils on task.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
- Knowing all relevant School policies and being familiar with the Staff Handbook.
- Record basic pupil data.
- Support children's learning through play.
- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT.
- Invigilate exams and tests.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Assessing and monitoring children's work providing constructive written or oral feedback to the children, as directed by the Class Teacher.
- Preparing Home Learning resources, assessing children's work and providing feedback to pupils, as directed by the Class Teacher.
- Keeping pupil observation records as directed by the Class Teacher
- Leading Guided Reading groups with learning intentions set by the Class Teacher

SEN Responsibilities

- Carrying out intervention programmes for children with special educational needs as directed by the SENCo
- Liaising with and supporting the Classroom Teacher in developing the learning of all pupils in the class



- Liaising with and reporting information to the SENCo regarding pupil progress and intervention programmes

Other Responsibilities

- Caring for the welfare and learning of all members of the school community
- Attending relevant courses and providing feedback to staff where appropriate
- Attending staff meetings as appropriate
- Undertaking playground duties at break-times.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Other relevant duties as directed by the Headteacher

It should be understood that areas of responsibility might have to be reallocated in order to maintain the effective and efficient deployment of staff within the School.