

JOB DESCRIPTION

Role: CLASSROOM ASSISTANT

Hours: 10 hours per week (exact times to be decided by the Head of School)

Remuneration: £9 per hour.

Role: To deliver outstanding assistance to pupils, parents, teachers and the school to establish a supportive and nurturing environment in which children make outstanding academic progress.

Key Responsibilities:-

- To deliver outstanding assistance to pupils, parents, teachers and the school to establish a supportive and nurturing environment in which children make outstanding academic progress
- To support the classroom teacher at all times
- To help ensure that pupils make the maximum amount of personal progress possible in each lesson
- To support teachers, parents and other colleagues to help create an effective and purposeful learning environment
- To maintain pupil and family confidentiality

Learning Support

- To assist the class teacher with whole class teaching
- To carry out delegated tasks set by the class teacher
- To assist the teacher with activities in the classroom
- To plan, lead and facilitate small group teaching
- To promote inclusion of and the highest aspirations for all pupils in the school
- To support teachers in assessing the needs of individual children
- To observe, record and feedback information on pupil performance
- To set up lessons and the classroom where required
- To assist in creating materials for curriculum delivery and display boards
- To maintain discipline in accordance with school policies
- To assist pupils' social development, progress and achievement outside of the classroom

Other Support

- To attend regular meetings and training, as required
- To communicate and liaise with staff, students, parents and Board of Education members
- To work as part of a team with the teachers and assistants and the rest of the school staff
- To comply with policies and procedures in relation to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns
- To cover additional duties for absent colleagues

- To undertake training and development relevant to the post and in line with the school's priorities
- To undertake any other professional duties commensurate to the role and as directed by the Head of School.

Please Note: Sark School is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure & Barring Service Check (DBS) before he/she starts work at the school as well as taking up references before interview.