



## JOB DESCRIPTION

### CLASSROOM ASSISTANT

**RESPONSIBLE TO:** Heads  
Deputy Head

**MAIN PURPOSE:** To provide assistance for teaching staff and pupils.

**Main Activities:**

- To ensure the safety and wellbeing of the children.
- To maintain positive attitudes in relation to the children, building relationships with them and managing their behaviour as set out by school policy.
- To assist the Class Teacher with the day to day teaching situations and routines involved in promoting the children's physical, intellectual, linguistic, emotional, social and sensory development.
- To be familiar with the routine and act on initiative in respect of routine tasks.
- To develop a sociable but professional attitude, approaching the teachers as a source of guidance and information.
- To assist with the preparation of materials, cut paper, back display boards, mount and display children's work and write captions / titles.
- To help keep equipment in good order, books, pencils, toys, paint / glue pots.
- To attend first aid incidents.
- To be aware of all Garden House School policies.
- To assist with lunch or pavement duty.
- Undertake any professional duties reasonably requested by the Heads in connection with the smooth organisation and running of the school.
- To be aware of the resources that are available in school and where these are stored.
- To be willing to liaise with members of the Learning Support team to provide/make/monitor additional resources to support children in their class.
- To attend regular staff meetings to inform/give suggestions/support.
- To be willing to receive training and guidance where necessary.
- To shadow an existing member of the staff whenever possible before new duties are performed for the first time (i.e. park duty, lunch duty).
- Show respect for colleagues.
- Reading individually with the children and keeping a record thereof.
- Assisting outside the classroom with games, art or swimming and other activities.
- Maintaining the reading schemes in good order.
- Change display boards regularly (in general every three weeks and at least once every half term).
- Check loos do not get too messy and supervising the children's behaviour.
- Ensuring children's clothing is hung up properly.
- Ensure corridors and public areas are tidy.
- Liaise with other assistants in other year groups.
- To ensure classroom is left tidy at the end of the day.