

# CLASSROOM ASSISTANT JOB DESCRIPTION



619-625 Green Lane,  
Goodmayes, Ilford,

Essex IG3 9RP

Tel: 020 8597 7576

Fax: 020 8597 9511

Email: [enquiries@al-noor.co.uk](mailto:enquiries@al-noor.co.uk)

Website: [www.al-noor.co.uk](http://www.al-noor.co.uk)

## **Accountable to: Deputy Headteacher and Headteacher**

### **Liaises with and works under the direction of: Class teachers**

Class teachers are the line managers of their pupils' learning, thus they are accountable to class teachers in the first instance over the learning of the pupils assigned to them.

### **Duties and responsibilities:**

- Promote and cultivate love for Islam and Islamic values within pupils
- Promote Islamic behavior in the classroom and the rest of the school
- Contribute to the health and well-being of pupils
- Support the maintenance of pupil safety and security
- Supervise pupils at periods before, during and after school as assigned on the appropriate rotas
- Liaise effectively with parents
- Develop and maintain working relationships with colleagues
  
- Support students with emotional or behavioural problems and help develop their social skills
- Contribute to maintaining pupil records, e.g. SEN records and assessment records such as lesson assessment forms
- Ringing parents as directed by teachers for administrative purposes
- Assist in making out termly class resource orders
- Take termly stock-counts and produce requisition lists
- Assist teachers in filing and organising documents
- Assist with preparing and acquiring classroom resources for lessons as directed by classteacher
- Observe and report on pupil performance to the teacher and headteacher
- Assist in the planning and evaluation of learning activities
- Prepare artistic, educational and eye catching displays of students' work
- Support class teachers in photocopying and collating documents.  
Common documents photocopied are: class warning record proformas, worksheets for lessons, IEP implementation & progress record sheets, homework (as given by teachers), homework assessment sheets, lesson assessment sheets, past exam papers.
- Support class teachers in other tasks such as: taking registers, collecting and counting trip monies, taking in slips, properly accounting for such, passing on such to school office, entering data into reports, contributing towards reports, processing data from attendance registers, preparing end of year certificates
- To work on a one-to-one basis and with small groups of children, focusing on specific targets set down by his/ her classroom teacher, assistant head, headteacher or SENCO
- Provide support for multilingual and EAL pupils as directed by the teacher
- Assist the teacher in conducting tests, e.g. spelling tests, times tables tests (numeracy t/a)
- Assist the teacher in hearing children read and changing their reading books (literacy t/a)
- Attend meetings and INSETs
- Review and develop your own professional practice
- Any other duty which is pertaining to your job specification
- Any other duty allocated to you by the headteacher from time to time

# CLASSROOM ASSISTANT - PERSON SPECIFICATION



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## Personal Example

- You are an excellent role model for pupils in terms of your character, behaviour and manners as well as in your enthusiasm for learning.
- You value spirituality, emotional development, morality, integrity, honesty, generosity, making positive contributions to society and working continuously for improvement.

## Qualifications and Experience

- You hold a minimum of level 2 or equivalent qualifications in English and Mathematics.
- You hold further and higher qualifications of a relevant nature at a minimum of level 3.
- You have relevant experience of working in a capacity of supporting teaching and learning in a school setting.

## Professional Attributes

- You support the school's aims and values with vigour.
- You are energetic and enthusiastic.
- You carry out your duties in a professional manner at all times.
- You be supportive to the classroom teacher.
- You engage in motivating and encouraging pupils at all times.
- You have strong work ethics.
- You have a pro-active approach to continually learning and developing yourself to improve your professional practice.
- You set a good example in terms of dress, punctuality and attendance.
- You are proactive in matters relating to health and safety
- Committed to the Safeguarding of children, the protection of their welfare and wellbeing and the pursuit of excellent child outcomes.

## Knowledge and Understanding

- You have a working knowledge of the role of and the skills expected from a higher level teaching assistant.
- You are familiar with the national curriculum and seek to develop a sound working knowledge of it.
- You actively seek to develop appropriate expectations for the behavioural, emotional, cognitive and learning abilities for children in your class.
- You have excellent ICT skills.
- You have a positive and compassionate approach to the behaviour management of children and are able to assist a classroom teacher in maintaining high standards of behaviour according to the behaviour management policy of Al-Noor School.