

JOB OUTLINE	
JOB TITLE: Classroom Assistant	JET CODE: G408
DIVISION: Education	
SERVICE/BUSINESS UNIT: School as advertised	
REPORTING TO: Head Teacher	
RESPONSIBLE FOR: None	
JOB PURPOSE: To support the quality of teaching and learning to pupils and assist in the promotion of pupil development through support and involvement in learning activities.	
MAIN DUTIES: To contribute to the effective organisation and use of resources; - Organise and maintain materials and resources. - Prepare classroom materials and displays. - Maintain and catalogue collections of resources. To support the quality of learning and teaching in the classroom; - Support children's play activities. - Play games and engage in practical activities which develop knowledge and skills. - Support the development of literacy and numeracy skills. - Supervise and support pupils whilst undertaking work set by the class teacher. To contribute to the care and welfare of pupils; - Build good relationships with pupils and encourage acceptable standards of behaviour. - Provide comfort and care for minor accidents, upsets or ailments. - Supervise non-teaching areas, e.g. Corridors, playground, dining hall and other school premises. - Supervise classes during "wet playtimes". To support the needs of pupils in effectively accessing the curriculum; - Develop effective teamwork with teaching and support staff. - Prepare the classroom for elements of the day's planned work. - Provide appropriate praise and encouragement to pupils during tasks. - Provide support to pupils in classroom learning, e.g. Use of computers. - Build positive relationships with pupils and support classroom/school ethos. - Provide assistance to pupils in organising work. - Provide relevant information to teachers' records and reports on pupils' progress. Any other appropriate duties, as requested by Management, commensurate with the grade for the post.	

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

A good general standard of education **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- **NURSERY ONLY: SSSC registration** is an **essential** requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration **within 3 months** of your start date to ensure that you are **registered within the required 6 months**.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	A good general standard of education and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. This role requires PVG clearance for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement. <u>NURSERY ONLY:</u> SSSC registration is an essential requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration within 3 months of your start date to ensure that you are registered within the required 6 months.	Professional Development Award (PDA) Child Protection Training First Aid Qualification
Previous Experience (Paid & Voluntary Work)	Experience of working with children with additional support needs.	
Knowledge / Skills / Competencies	Ability to respond to the individual and group needs of children in a range of situations. Basic training / knowledge of First Aid. Numeracy and literacy skills. Effective verbal and written communication skills. Effective organisational and time management skills.	
Personal Qualities	Ability to work on own initiative and as part of a team. Ability to maintain confidentiality relating sensitive or personal matters.	

	Ability to work without close supervision. Ability to work flexibly as part of a team.	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	