



Job Outline

Post: Classroom Assistant

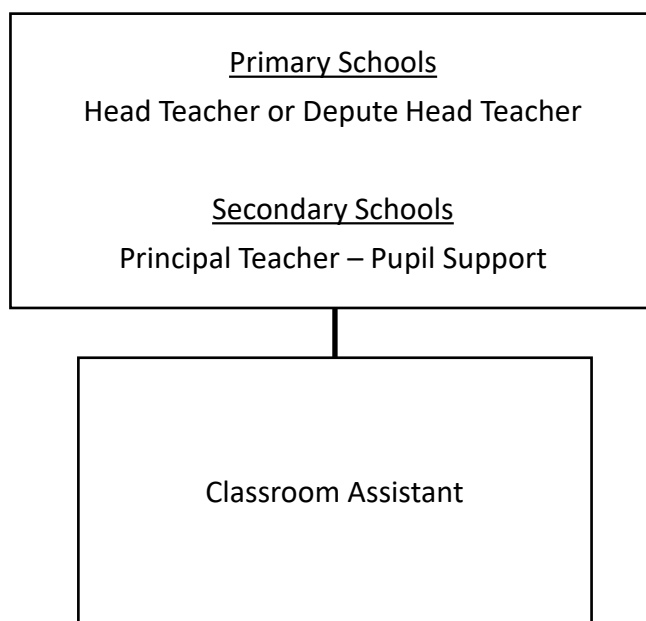
Service: Chief Executive's Service

Section: Education

Grade: B

Job Purpose: Provide support to learners and teachers by undertaking a range of non-teaching duties, including classroom administration and practical tasks such as contributing to the preparation of teaching materials in order to assist with the promotion, delivery and integration of the key objectives in relation to those identified within the Education Service Plan and the Community Plan.

A. STRUCTURE CHART



B. KEY DUTIES & RESPONSIBILITIES

1. Assist in the preparation of materials for use with children, including the preparation of work sheets etc. using ICT and assist pupils in the completion of activities prepared by the teacher, providing support to encourage independent learning skills.

2. Support teaching employees in the supervision of pupils whilst carrying out practical activities, such as science experiments, baking, writing activities; PE, computer activities or structured activities such as games.
3. Assist pupils with personal care and supporting nutritional needs and undertake a range of specific tasks to support children with additional support needs, including those children with a disability.

C. GENERAL RESPONSIBILITIES

4. Provide support and encouragement to pupils while carrying out practical tasks, using resources and during group and individual programmes of work.
5. Assist teaching employees in the support and development of parental participation.
6. Assist the teacher in recording of results from assessments onto databases as require.
7. Assist setting up audio visual equipment – TV/video.
8. Assist in the filing of pupil work, assessments etc.
9. Willingness to undertake tasks associated with the body care of children with special educational needs, or other needs according to circumstances
10. Provide support and encouragement to pupils with regards to good behaviour.
11. Provide effective supervision, guidance and support to children on outings including learning outdoors.
12. Promote and be an exemplar of best practice.
13. Promote and implement all departmental/school policies.
14. Participate in employee development.
15. Ensure all materials and equipment provided to assist in carrying out the duties of the post are properly secured in accordance with the Council's policies and procedures.

16. Promote the health and safety of employees at work and of service users through the implementation of the Council's policy on health, safety and welfare at work and Service Health and Safety arrangements in accordance with all relevant statutory requirements, leading by example.
17. Ensure all activities for which the post holder is responsible are delivered in accordance with Council's Equality and Diversity Policies and the statutory and general specific Equality Duties.
18. Ensure that the Council's Customer Service Commitment is followed in all dealings with the people we serve.
19. Adhere to the Education service policies and procedures for good records management across the Services, ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.
20. Participate in the East Ayrshire FACE Time process annually in accordance with the Council's procedures.

Person Specification

Designation: Classroom Assistant	Post No:
Service: Education	Section:

Attributes:	Essential Criteria	Desirable
Qualifications		SVQ Level 2 in a relevant subject or equivalent qualification or equivalent demonstrable experience.
Knowledge & Skills	- Ability to work with young people Knowledge of the needs of children. - Ability to work with children in groups and on an individual basis. - Able to communicate with children and young people. - Ability to meet deadlines. - Effective written communication skills. - A working knowledge of the processes of identifying need and achieving outcomes. - Flexible and adaptable. - Motivated, with the ability to demonstrate a professional and sensitive approach.	- Knowledge of child development. - An understanding of partnership working. - Able to build and sustain relationships - Ability to manage personal stress levels effectively.
Experience	- Worked with children and young people. - Using IT systems including various Microsoft packages such as Word, Excel, Access to produce reports and complete correspondence.	- Providing care and support for children with additional support needs. - Providing personal care for children with additional support needs. - Using Maketon. - Recording results from assessments.

Employees are the FACE of East Ayrshire and are expected to demonstrate our FACE qualities and behaviours

Quality	Behaviour
Flexible	- Have an open mind and look for better ways of doing things. - Embrace new technologies to improve services for the people we serve. - Welcome opportunities to learn and grow.

Approachable	• Develop positive and productive relationships with everyone. • Listen, notice, respond and engage. • Manage our reactions and think about how our behaviour affects others.
Caring	• Embrace working in a team and working with others. • Take pride in your role, serving our community and strive to be the best we can be. • Be kind to others and to ourselves.
Empowered	• Have the courage to try new things. • Work with others to find the best solutions. • Help everyone to realise their full potential.