



## Lower School Classroom Assistant

**Report to:** Class Teacher, Head of Lower School

### Job purpose

**To facilitate the provision of a high standard of education and care for all children:**

- assisting across the curriculum
- contributing to the preparation of lessons
- helping to provide teaching materials and resources
- encouraging and aiding children's learning
- displaying children's work creatively
- ensuring the care and general tidiness of the cloakroom and classroom
- contributing to observations and records of every child's progress, as required by the class teacher

### **To provide a safe and healthy environment by:**

- supervising children in lessons
- supervising children at play, indoors and outdoors
- supervising children at meal times
- taking an active part in all emergency and security procedures e.g. fire drills, dropping off and collecting routines

### **Additional duties:**

- Attending staff meetings, INSET days and other training as required
- Participating in regular review

### **In accordance to the KAS ethos, all staff:**

- Disseminate the school's Mutual Respect policy, encouraging and supporting positive behaviour, inside and outside the classroom, at all times.
- Fulfil their commitment as a member of the KAS community to Safeguarding and promoting the welfare of children.
- Carry out staff responsibilities to deliver Health & Safety.
- Maintain absolute discretion and professional confidentiality about children, families and the school, and observe statutory data protection practices.

- Undertake duties and cover as required in accordance with normal school practice.
- Maintain effective liaison with all parts of the school.

### **Personal Specification**

In order to fill this role effectively, the ideal candidate will have the following skills and experiences:

- Experience, interest and enjoyment in working with children
- A commitment to child centred education and the ethos of the school
- Proven ability to work co-operatively and effectively with colleagues
- Good verbal and written communication skills

Classroom Assistant qualifications are desirable but not essential.

All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children.

#### **Rehabilitation of Offenders Act 1974**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock.