

**DEPARTMENT: MATHEMATICS**

**DESIGNATION: CLASSROOM ASSISTANT**

**RESPONSIBLE TO: HEAD OF FACULTY**

**POST GRADE: LEVEL 2**

**NAME:**

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| **Main Purpose of the Post** |
| To assist and support the Head of Faculty/designated Teacher, whilst being under direct supervision within the classroom or work area. |
| **Core Responsibilities, Tasks and Duties** |
| 1. **Duties**  * Assist and support the Head of Faculty and Teachers as directed. * Main responsibilities and duties as directed by the Head of Faculty. * Assist the designated Teacher/Support Staff with resources required for practical exercises. * Assist with the reprographics of work sheets etc. as directed by the Head of Faculty, or designated staff member. * To assist teaching staff as designated.   Any other duties to ensure the post objectives are met.   1. **Health and Safety**  * Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.  1. **Professional Accountability**  * The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives.  1. **Safeguarding**  * Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.  1. **Equalities**  * Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation. |
| **Declaration** |
| **The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.**  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PERSON SPECIFICATION**

**APPOINTMENT OF: CLASSROOM ASSISTANT**

**DEPARTMENT: MATHEMATICS**

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| **Minimum Requirements** | **Measured by:**  **A) Application**  **B) Test/Exercise**  **C) Interview** |
| **QUALIFICATIONS/TRAINING:**  **It is essential that the post holder has:**   * A good standard of education. | **A** |
| **EXPERIENCE/KNOWLEDGE:**  **It is essential that the post holder has/is/will:**   * Experience of working with students. * Knowledge of child protection. | **A & C** |
| **SKILLS AND ABILITIES:**  **It is essential that the post holder has/is/can:**   * The ability to work as part of a team. * Adaptability. * Resourcefulness. * Patience and resilience. * The ability to work well under pressure. * To be confident in making decisions. * Excellent communication and organisational skills. * The ability to empathise. * Communicate at all levels. | **C** |
| **ADDITIONAL FACTORS:**  **It is essential that the post holder is/has/can:**   * Enthusiasm. * Dedication. * A willingness to undertake appropriate training. * Awareness and sensitivity regarding equal opportunities and race equality. * An ability to fulfil all spoken aspects of the role with confidence through the medium of English. | **C** |