VICTORIA COLLEGE BELFAST
(Incorporating Richmond Lodge School)
2A Cranmore Park Belfast BT9 6JA

APPOINTMENT OF GENERAL CLASSROOM ASSISTANT
(25 HRS/WK)
PREPARATORY SCHOOL

Job Description

30 August 2019
JOB DESCRIPTION:

POST TITLE: Preparatory School Classroom Assistant (25 hrs/wk)

SALARY: Spinal Column Points 6 to 13

RESPONSIBLE TO: The Head of the Preparatory School

RESPONSIBLE FOR: Not Applicable

JOB PURPOSE:

Under the direction of the class teacher and Head of the Preparatory School, assist with the educational support and the care of the pupils in a designated class or classes, in or outside of the classroom.

Support the Senior Leadership Team in all aspects of school improvement work and contribute to the school development consultation process.

MAIN DUTIES AND RESPONSIBILITIES:

The precise duties of the post will be as determined by the Head of the Preparatory School and the Class Teacher.

1. CLASSROOM SUPPORT

1.1 Assist the teacher in the efficient running of the class.

1.2 Assist pupils to learn as effectively as possible both in group situations and on their own by assisting with the management of the learning environment through:

- clarifying and explaining instruction;
- ensuring pupils are able to use the equipment and materials provided;
- assisting in motivating and encouraging the pupils as and when required;
- contributing to areas requiring reinforcement or development (for example, reading, spelling, language, behaviour, handwriting and presentation etc.);
- promoting independent learning; and
- helping pupils concentrate on and finish work set.

1.3 Participate in classroom activities, including involvement with the delivery of the curriculum, where appropriate, under the direction of the class teacher.

1.4 Assume responsibility for supervising groups of pupils, or individual pupils, on specified activities including: talking and listening, use of library activities, the use of Information and Communications Technology, extra-curricular activities, and other duties.

1.5 Provide continuity of adult care (for example, supervising play and cloakrooms, including hand washing and toileting).
1.6 Be aware of school policies and procedures and of confidential issues linked to home, pupil, teacher, school and work and keep confidences appropriately.

1.7 Establish a supportive relationship with the pupils concerned.

1.8 Prepare work for pupils as directed by, and in support of, the classroom teacher.

1.9 Set up, clear away and regularly clean equipment.

1.10 Prepare material for play sessions (for example, making dough, costume preparation, paste, cutting paper, involvement in school dramatic activities, etc.).

1.11 Provide supervision and support for children who become ill or who are injured in class, around school and at playtimes, including the administration of prescribed medicines, drugs and first aid and dealing with minor cuts and grazes.

1.12 Ensure as far as possible a safe environment for pupils.

1.13 Report to the class teacher any signs or symptoms displayed which may suggest that a child requires expert or immediate attention.

1.14 Supervise children in and around school and at playtimes.

2. ADMINISTRATION

2.1 Assist with classroom administration.

2.2 Duplicate written materials, assist with the production of charts and displays, record radio and television programmes, catalogue and process books and resources.

2.3 Assist teachers in putting up displays throughout the school.

2.4 Photocopy materials as and when required.

2.5 Contribute to the maintenance of pupil progress records.

2.6 Provide regular feedback about the pupils to the teacher.

3. OTHER DUTIES

3.1 Attend relevant in-service training.

3.2 Assist work placement students with practical tasks.

All of the duties and responsibilities set out above will be carried out within the context of ensuring the College achieves its aims and objectives.

The duties and responsibilities set out in this job description are neither exclusive nor exhaustive and the post-holder may be required to undertake any other commensurate duties and responsibilities as requested from time to time by the Preparatory Teacher/the Head of the Preparatory Department, the Principal, or the Board of Governors. This will involve a consultative process.
This generic job description has been evaluated by the Central Management Support Unit of the Education Authority in November 2006. It is acknowledged that the contents of this job description are not subject to appeal.