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| **Job Title:** | Classroom Assistant | **Post No:** |  |
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| **Curriculum Area:** |  | **Department/**  **Team:** | English and Maths |

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| **Reports to (job):** | Curriculum Leader |
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| **Responsible for (jobs):** | Supporting full time students and adults in their English and/or Maths studies. |

# Job Purpose

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| **To deliver in-class support to students studying English and/or Maths** |  |

**Main Responsibilities**

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| 1. | To deliver additional learning support to students as directed by the teacher(s) and the Curriculum Leader. |
| 2. | Work on a one-to-one basis and with small groups of students in the classroom. |
| 3. | Support students, including those with learning difficulties, to make sufficient progress in order for them to achieve their goals. |
| 4. | Assist the teacher(s) in monitoring the progress of students. |
| 5. | Assist the teacher(s) in their preparation of resources and lesson planning. |
| 6. | Create visual displays of students’ work. |
| 7. | Help out at college events and trips where required. |
| 8. | Attend and contribute to team meetings. |
| 9. | Work flexibly, undertake training and development and such other tasks as may be required or directed from time to time to meet the needs of the College. |
| 10. | Shrewsbury Colleges Group actively promotes a ‘safeguarding’ culture. As such, employees are expected to carry out their role and responsibility in relation to student welfare. Employees are expected to access PREVENT and child protection training in accordance with their role and be aware of who to contact and what action to take if there are concerns regarding the welfare of all students. We are committed to ensuring that all employees are supported in respect to their safeguarding duties. |
| 11. | Undertake training and development, and undertake such other tasks as may be required or directed from time to time to meet the needs of the College |
| 12. | Support and promote the College’s equal opportunity, diversity, health and safety, Prevent and other policies, processes and objectives |
| 13. | Work positively to suggest and deliver quality improvements for your area. Engage with all quality improvements agreed for implementation from both internal and external sources. |
| 14. | \*\*To participate in exam invigilation as and when required\*\* |

### Person Specification

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| Criteria | Essential | Desirable |
| Knowledge | * A GCSE in English Language and Mathematics or an equivalent qualification | * An NVQ Level 2 or above in supporting Teaching and Learning |
| Skills | * A supportive and understanding approach to learners with additional support needs. * Excellent communication and written skills * Excellent organisation skills * A flexible approach to work and the ability to work under pressure | * Good IT skills |
| Experience | * Experience of supporting students in an educational environment working with people with learning difficulties/disabilities | * Experience of working with students with learning difficulties/disabilities |
| Special working requirements | * A willingness to undertake further training as required in English/Maths * Attendance of team meetings * A commitment to ensuring the safeguarding and welfare of children at Shrewsbury Colleges Group | * A willingness to join in with students in a wide range of activities including occasional residential where appropriate |