

**OAKWOOD PRIMARY SCHOOL
117 TENNYSON ROAD,
LUTON, BEDS,
LU1 3RR**

Job description (Classroom Assistant) Full time.

Salary: Commensurate with experience and qualification.
Start date: 3rd January 2017 or earlier.
Accountable to: Classroom teacher and head teacher.
Contract type: Permanent.
Work hours: Full time. 8.00am – 4.30pm.

Duties and responsibilities:

- Promote excellent behaviour in the classroom.
- Contribute to maintaining pupils records.
- Provide full support to teachers.
- Assist with the dissemination of classroom resources.
- Observe and report on pupil performance.
- Assist the Class Teacher in the planning and evaluation of learning activities.
- Assist in preparing and maintaining the learning environment.
- To provide support and assistance to children during their breaks.
- Cover class in the absence of the teacher.
- Provide support for learning activities.
- Support literacy and numeracy activities in the classroom.
- Provide support for pupils with behavioural development needs.
- To work on a one to one basis and in small groups with the children, focusing on specific targets set down by his/ her classroom teacher.
- Provide support for bilingual or multilingual pupils.
- Contribute to the health and well-being of pupils

- Support the maintenance of pupil safety and security.
- Liaise effectively with parents.
- Participate in various fundraising activities organised by the school.
- Develop and maintain working relationships with your colleagues.
- Attend meetings if and when necessary.
- Attend all external outings and visits locally and nationally if and when required.
- Review and develop your own professional practice.
- Any other duty which is pertaining to your job description.

Person specification (Classroom Assistant)

You must:

- Be qualified to NVQ Level 3 in child care or similar
- Have a valid DBS or are willing to obtain an enhanced disclosure.
- Previous experience working in a Primary School.