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| Job title: | Classroom Assistant  |
| Salary and grade: | SCP 18-21  |
| Line manager: | The Head teacher / SMT |

# Person Specification

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| **Area** | **Requirement** | **Essential** | **Desirable** |
| Qualification and Experience | Successful experience working with children in a school/early years environmentEducated to NVQ Level 2 in learning support/early years, NNEB or equivalentqualification/experienceBasic knowledge of First Aid and Paediatric First Aid qualifiedGood reading and writing skills (National qualification Grade C or equivalent )Good numeracy skills (National qualification Grade C or equivalent )Knowledge of basic ICT to support learning | XX | XXXX |
| Communication | Ability to read, write & understand basic reportsAbility to communicate information clearly and coherently; ability to listen effectivelyOvercome communication barriers with children and adultsConsult with children and their families and carers and other adults | XXXX |  |
| Working With Children | Understand and implement the school’s behaviour management & anti-bullyingPolicyAbility to understand and support children with developmental difficulty or disabilityGood understanding of the school/national curriculum including expectations of English & MathsGood understanding of the general aspect of child development & Early Years Ability to assess progress and performanceUnderstand and support the importance of physical and emotional wellbeing | XXXX | XX |
| Working with others | Understand the role of others working in and with the schoolUnderstand and value the role of parents and carers in supporting childrenAbility to establish rapport and respectful and trusting relationships with children, their families and carers and other adultsAbility to work effectively and positively with a range of adultsRespect confidentiality. Know when, how and with whom to share informationAbility to follow instructions accurately | XXXXXX |  |
| Responsibilities | Good organisational skillsAbility to remain calm under pressureAbility to support the work of volunteers and other assistants in the classroomAbility to manage own time effectivelyDemonstrate a positive, solution focused approach to resolve routine problemsindependently | XXXXX |  |
| General | Awareness of and commitment to equalityBasic understanding of Health & SafetyUnderstand and implement child protection proceduresUnderstand procedures and legislation relating to confidentiality and implementthemBe prepared to develop and learn in the roleParticipate in annual performance appraisal constructively and positively | XXXXXX |  |