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

# Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Requirement** | **Essential** | **Desirable** |
| Qualification and Experience | Successful experience working with children in a school/early years environment  Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent  qualification/experience  Basic knowledge of First Aid and Paediatric First Aid qualified  Good 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 | X  X | X  X  X  X |
| Communication | Ability to read, write & understand basic reports  Ability to communicate information clearly and coherently; ability to listen effectively  Overcome communication barriers with children and adults  Consult with children and their families and carers and other adults | X  X  X  X |  |
| Working With Children | Understand and implement the school’s behaviour management & anti-bullying  Policy  Ability to understand and support children with developmental difficulty or disability  Good understanding of the school/national curriculum including expectations of English & Maths  Good understanding of the general aspect of child development & Early Years Ability to assess progress and performance  Understand and support the importance of physical and emotional wellbeing | X  X  X  X | X  X |
| Working with others | Understand the role of others working in and with the school  Understand and value the role of parents and carers in supporting children  Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults  Ability to work effectively and positively with a range of adults  Respect confidentiality. Know when, how and with whom to share information  Ability to follow instructions accurately | X  X  X  X  X  X |  |
| Responsibilities | Good organisational skills  Ability to remain calm under pressure  Ability to support the work of volunteers and other assistants in the classroom  Ability to manage own time effectively  Demonstrate a positive, solution focused approach to resolve routine problems  independently | X  X  X  X  X |  |
| General | Awareness of and commitment to equality  Basic understanding of Health & Safety  Understand and implement child protection procedures  Understand procedures and legislation relating to confidentiality and implement  them  Be prepared to develop and learn in the role  Participate in annual performance appraisal constructively and positively | X  X  X  X  X  X |  |