



Northumberland Church of England Academy Trust

JOB DESCRIPTION

TITLE:	Personal Assistant to the Classroom Teacher
SCHOOL:	Bishop's Primary School
RESPONSIBLE TO:	Classroom Teacher/Headteacher
SALARY:	Band 1 point 3
RESPONSIBLE FOR:	Supporting the classroom teacher

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

- Unlike a traditional classroom assistant, the primary focus of this role is to provide high-quality practical, administrative, and physical support to a teacher with specific access or support needs. The role is designed to facilitate the teacher's daily routine, classroom management, and professional duties, ensuring a barrier-free working environment.
Note: Unlike a traditional classroom assistant this role generally involves zero direct supervision and teaching/learning of the children, however, occasional support may be required i.e. assisting with tasks such as putting on coats, walking children to locations around the school etc.

KEY RESPONSIBILITIES:

- To assist with the operational, technical and logistical burdens of running a classroom to allow the teacher to focus their full energy on high quality instruction, lesson delivery and pupil engagement.
- Set up the physical learning spaces (for example arranging tables and chairs and preparing appropriate materials for lessons such as gathering art supplies or handing out text books to the children).
- Prepare resources under the instruction of the class teacher such as printing, photocopying and laminating.
- Maintain an inspiring, tidy, and current classroom environment (updating display boards, managing storage systems).
- Be available to respond to the needs of the children where appropriate. Tasks such as passing them a tissue, picking up their pencil, helping them to put on their coat, walking children from the classroom to the playground or to a small group activity.
- Maintain a safe environment, you are not responsible for classroom behaviour

- Actively promote and safeguard the welfare of all children and young people within the school, ensuring compliance with the school's safeguarding policy and relevant statutory guidance at all times
- Monitor classroom supplies for example pencils, paper, tissues and proactively restock these items or submit restock requests

Support for the School

- 1 Comply with all school and Trust policies and procedures
- 2 Work in such as to promote the ethos and vision of the school
- 3 To keep the learning environment secure and endeavour to leave classrooms as found
- 4 Participate in training and development, and activities that contribute to the management of performance
- 5 Attend and participate in regular meetings and school trips if necessary
- 6 A flexible approach is required due to the nature of this role
- 7 To undertake other duties and responsibilities as required commensurate with the grade of the post

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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PERSON SPECIFICATION

Post Title: Assistant	Department:		Assessment Method
	Essential	Desirable	
Experience	Working in a supportive role (eg Personal Assistant, Adult Care Worker)	Working within an educational or school environment or an establishment where children are present	
Skills & Competencies	- Ability to take direction well and adapt to the teacher's preferred working style - Good communication skills - Strong verbal and written skills to liaise with the teacher and, when requested, other adult staff - Good organisational skills - Understand and implement academy policy in all areas, including policies relating to child protection, health, safety and security, confidentiality and data protection, behaviour and uniform regulations	Ability to anticipate the physical or logistical needs of the teacher throughout the school day	
Qualities	- Calm persona, patient and professional - Comfortable working in a high-energy school environment while maintaining focus strictly on the adult being supported - Highly supportive of the teacher's independence while maintaining a strict boundary regarding non-essential interaction with pupils		
Knowledge and Qualifications	- Understanding of workplace confidentiality, data protection (GDPR), and professional boundaries - Agree to undertake any necessary training		

Physical, mental and emotional demands

- Commitment to providing a high-quality service to the teacher
- Ability to handle physical tasks such as photocopying, laminating, carrying resources, setting up displays, and moving equipment etc.