



JOB DESCRIPTION FOR CLASSROOM ASSISTANT IN MIDDLE SCHOOL

Responsible to Head of Middle School

Purpose:

- Liaise effectively and professionally with all Middle School staff and teachers as required.
- Meet with the Middle School Class Teacher on a daily basis to ensure you have all the information you need regarding the day ahead.
- Set up the classroom with the teacher for any activities that will be taking place during the day.
- Work with pupils in the academic process to become more independent learners.
- Help to raise the standards of learning for pupils by keeping them on task and helping them to become better learners.
- Raise the self-esteem of pupils by showing interest in a pupil's work and what they do outside the classroom.
- Listen to readers as directed by the class teacher.
- Put up displays, as required, around the classroom and Middle School areas.
- When required take charge of groups of children in the playground or the classroom, depending on the weather and the activity.
- Deal with any photocopying or administration duties that the teacher will have from time to time.
- Set suitable behaviour standards in line with school policy.
- Help children acquire social skills.
- Attend to any pupil who becomes ill during the day, and seek appropriate assistance.
- Report to the Head of Middle School, any acts that constitute serious infringements of school rules.
- Liaise with parents at the start and end of the day when they arrive with, and pick up, their children.
- Attend training, as required.
- Set an example to all children by personal attitude of co-operation, consideration and caring relationships to all members of the school.
- Lunch time supervision of Middle School pupils in the dining hall on the choice of lunch to encourage a healthy diet.
- Any other duties that the Head of Middle School might reasonably expect of you.