**Portadown Integrated Primary School**

**Classroom Assistant (General) JOB DESCRIPTION**

**POST TITLE:** Classroom Assistant

**GRADE:** Spinal Points 6-13

**LOCATION: Portadown Integrated Primary School**

**RESPONSIBLE TO:** The Principal through the class teacher

**JOB PURPOSE:**

Under the direction of the class teacher/outreach teacher/education authority officer, assist with the educational support and care of the pupils in a designated class or classes, in or outside the classroom.

**MAIN DUTIES AND RESPONSIBILITIES:**

The precise duties of the post will be determined by the Principal.

**1. CLASSROOM SUPPORT**

**1.1** Assist the teacher in the efficient running of the class.

**1.2** Assist, as required, pupils learn as effectively as possible both in group situations and on their own by assisting with the management of the learning environment through:

- clarifying and explaining instruction;

- ensuring the pupils are able to use equipment and materials provided;

- assisting in motivating and encouraging the pupils as required;

- contributing to areas requiring reinforcement or development, e.g. language, behaviour, reading, spelling, handwriting/presentation etc;

- promoting independent learning;

- helping pupils concentrate on and finish work set.

**1.3** Participate in classroom activities, including involvement with the curriculum, where appropriate, under the direction of the class teacher/officer.

**1.4** Assume responsibility for supervising groups of children, or individual children on specified activities including talking and listening, use of library activities, using ICT, extra-curricular activities, and other duties.

**1.5** Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing and toileting.

**1.6** Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.

**1.7** Establish a supportive relationship with the pupils concerned.

**1.8** Prepare work for pupils as directed by, and in support of, the teacher.

**1.9** Set up, clear away and regularly clean equipment.

**1.10** Prepare material for play sessions e.g. making dough, paste, cutting paper, costume preparation, involvement in school dramatic activities etc.

**1.11** Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.

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**1.12** Ensure as far as possible a safe environment for pupils.

**1.13** Report to the class teacher any signs or symptoms displayed which may suggest that a child requires expert or immediate attention.

**2. ADMINISTRATION**

**2.1** Assist with classroom administration, e.g. collecting dinner money, lost property etc.

**2.2** Duplicate written materials, assist with production of charts and displays, record radio and television programmes, catalogue and process books and resources.

**2.3** Contribute to the maintenance of pupil progress records.

**2.4** Provide regular feedback about the pupils to the teacher.

**3. OTHER DUTIES**

**3.1** Attend relevant in-service training.

**3.2** Assist work placement students with practical tasks.

**3.3** Such other duties as may be assigned by the principal/outreach teacher/education authority officer within the level of the post.

***It is acknowledged that the contents of this generic job description are not subject to appeal.***

**Evaluated: November 2006**