

Firm Foundation Course

Classroom Assistant Role description

Post title:	Classroom Assistant
Key purpose:	To assist teachers
Accountable to:	Coordinator
Responsible for:	KS1 / KS2
Location:	4 Cochran Close, Crownhill Industry, MK8 0AJ
CRB disclosure:	Enhanced DBS required

Typical activities may include

- Helping children in all areas of the English & Mathematics curriculum
- Assisting with the preparation of the learning environment
- Liaising with parents
- Maintaining pupil records and carrying out administrative tasks
- Supporting children who have special needs or those who speak English as a second language
- Planning learning activities with teachers
- Assisting with the development of support materials
- Helping with the assessment of pupils' progress
- Helping in keeping classroom tidy after each session