

British Section Primary and Maternelle Class Assistant Job Description

Job purpose: To assist the class teacher in providing a secure, happy and stimulating learning environment for the class and to provide effective learning support to the class.

Reporting to: The Class Assistant works under the direction of the class teacher and is responsible overall to the Head of Primary.

Contractual hours: 2-3 hours per session depending on need. Class Assistants may be asked to work on more than one site.

Remuneration: Primary / Maternelle Class Assistant salary scale

Responsibilities: Under the supervision and direction of the class teacher:

- Ensure the health and safety of children is maintained throughout activities
- Support the development of children's basic skills including physical coordination, speech and communication
- Interact with and support children's personal, social and linguistic development
- Motivate and stimulate children's learning abilities
- Develop children's curiosity, knowledge and independent learning
- Support the development of children's English language skills:
 - Hear children read and record progress
 - Support speaking, listening and writing
 - Assist small groups and individuals
- Assist with the preparation and maintenance of the classroom
- Help to maintain classroom equipment and materials
- Create displays of pupils' work
- Share and contribute to the awareness of individual pupil progress with other practitioners
- Produce or reproduce visual aids and teaching resources
- Assist with observation, assessment and recording of each child's progress
- Undertake other specific duties appropriate to the post which may from time to time be reasonably assigned by the Head of Primary
- Assist with the hygiene routines of the class (Maternelle)

Key skills

- The ability to build positive relationships with children, parents and colleagues
- Commitment to inclusion of each child
- The ability to work in a team but also to use your own initiative
- Organisational and time management skills
- The ability to manage pupils well and deal with challenging behaviour
- Excellent communication skills
- Native English fluency
- Knowledge of EYFS and English National Curriculum (as appropriate)
- Knowledge and appreciation of children's literature including reading schemes and other literacy strategies