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## JOB DESCRIPTION

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Job Title : **Classroom Assistant**

Grade : **SC4**

Line Manager: **Headteacher**

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### Main purpose of the job

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To work under the direct instruction of teaching/senior staff usually within the classroom or other learning areas, to support pupils in their learning and to provide general support to the teacher in the management of pupils and the classroom.

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### Main responsibilities and tasks

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#### **SUPPORT FOR PUPILS**

- Attend to pupils' personal needs, and implement related personal programmes, including social, health, physical, behavioural, hygiene, first aid, medical and welfare matters
- Supervise and support pupils ensuring their safety and access to learning in all environments (including the hydrotherapy pool)
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act as independently as appropriate

#### **SUPPORT FOR THE TEACHER**

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin support e.g. photocopying, typing, filing,

#### **SUPPORT FOR THE CURRICULUM**

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies, as directed by the teacher

**Classroom Assistant – September 2025**

- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

## **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required

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## **School Standards**

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### **Equal Opportunities**

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Hounslow Town Primary School is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

### **Health and Safety**

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

### **Confidentiality, Data Protection**

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

## **Safeguarding / Child Protection**

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It expects all staff to familiarise themselves with and adhere to the 'Code of Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

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### **Signatures – line manager and job holder**

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Signed.....

Dated:.....  
*Headteacher*

Signed.....

Dated:.....  
*Postholder*

The duties of this post will change and develop over time. It is the jobholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.