**Job Description and Person Specification**

**Job title: Classroom Assistant**

**Responsible to: Depute Head of Education/Head of Education**

**Job Description:**

**Purpose:**

The Classroom Assistant will promote effective learning & teaching in all classes under the direction and supervision of Education Managers and Class Teachers. They will uphold and promote the ethos and values of the Centre.

Through ensuring that the work is in keeping with legislative, procedural and good practice requirements and guidance, the overall focus of the role is to build trusting relationships with young people within a nurturing, stimulating and safe environment. You will work as part of a team to support young people to meet their needs, achieve their goals and build hope for their future.

**Key Responsibilities & Competencies:**

1. Assisting individual pupils and groups to undertake learning activities
2. Assisting in managing pupil behaviour
3. Provide support for teachers while they perform their daily tasks
4. Working with Education, Wellbeing & Social Care staff in providing a holistic approach to learning
5. Planning, preperation and engagement in extra-curricular activities/events
6. Handling routine administrative duties
7. Assisting in the coordination and implementation of safe movement
8. Preparation and maintenance of the physical environment

**Person Specification**:

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|  | **Essential** | **Desirable** |
| **Qualifications** | * You must possess, be working towards or willing to complete equivalent qualifications recognised by the Scottish Social Services Council. This would be a minimum of a Higher National Certificate (in Social Services) and the Scottish Vocational Qualification at Level 3 or above in Social Services (Children and Young People). | * A Classroom Assistant qualification would be desirable although not essential |
| **Experience** | * Experience of working with young people |  |
| **Professional Registration** | * To maintain registration within employment/to register with the Scottish Social Services Council (SSSC) under the ‘Residential Child Care Workers’ category within the first six months of employment. This is a legal requirement within the Care sector for individuals to be registered under the correct category within the six month timescale of the commencement of employment. |  |
| **Professional Qualities** | * The ability to motivate and provide encouragement for young people * The ability to work well as part of a team * The ability to use one’s own initiative * The ability to remain calm and patient under pressure * Tact and sensitivity * A caring, approachable personality * Sufficient literacy and numeracy skills |  |
| **Personal Qualities** | * You must have inter-personal skills necessary for developing and maintaining positive relationships in a challenging environment. You must be interested in learning and demonstrate a willingness to be flexible and creative. |  |