



# Firm Foundation Course

## Classroom Assistant Role description

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