



Job Description

Job title:	Classroom Assistant
Department / Location:	Tuition Centre/s
Reporting to:	Assistant Supervisor & Supervisor (Reporting up to Senior Supervisor, Deputy Head Supervisor & Head Supervisor)

Job purpose

To provide a supportive role to Teachers in the classroom environment, Assistants help pupils and focus on delivering the model of learning that is proven and tested in AE Tuition's programmes.

Dimensions

Assistants work as part of a classroom team, collaborating with other Assistants and taking direction from Assistant Supervisors and Supervisors. Their role will typically be to work within a team but also with the ability to act independently when paying attention to individual pupils.

Main responsibilities

Assist individual pupils with understanding, with highlighted problem areas.

This involves:

- Explaining examples of each exercise to a pupil and then ask them to show how to do an example.
- Provide sufficient understanding to allow pupils to go through corrections at home.
(Assistants must always ask for assistance themselves if unsure – problems should never be overlooked or ignored. This is to ensure the child's learning and help them to overcome all problems of comprehension.)
- After working with a pupil on a 1-to-1 basis, Assistants are required to write an informative comment and sign & date the homework diary to show help has been given.

Ensure understanding of all teaching material

Assistants are responsible for:

- making sure they are familiar with the books used in lessons. This is done through making effective use of training sessions during shifts and discussing with Head Supervisor to fill gaps in understanding (as books can be borrowed and taken home to learn.)

Support pupils

- Some children have specific difficulties and need more support and encouragement. Such pupils should be monitored and discussed with the Teacher/Supervisor where necessary
- Highlight any previously missed areas of concern to the Supervisor.

**Check books**

This is done under direction of the Classroom Supervisor.

- Check books to ensure pupils have completed the work and that it has been marked by parents/guardians. Write any work that needs to be completed or marked into the diary and then (1) sign and date that note and (2) inform the Supervisor.
- Highlight any areas where help is needed to the Supervisor.
(NB Help should be given on exercises where children have scored below 70%- count ticks if necessary.)

Fill out profile sheets for individual children if requested by the Supervisor.

This will involve

- Looking for past scores when needed. For temporary class swaps it will be necessary to find different class folders to record scores or to make a note and give details to the desk
(for the purpose of informing the appropriate member of staff if the pupil's normal class is in a different site to that which they have temporarily swapped into.)

Distribute materials - this will include new test books and workbooks when requested.

Mark completed work and previous incomplete tests; once all help needed has been provided.

(As a general policy, homework is not marked unless there is sufficient time. It is however important to mark and record previous completed test scores.)

Treat pupils (children for whom AE has responsibility) with politeness

If behavioural problems arise, Assistants should ask the Teacher or Supervisor to deal with the issue.

Follow Safeguarding procedures

In accordance with the company's duty of care towards pupils and clients of our business, as a team we have responsibility to ensure the safety and welfare of children in our care. Any areas of concern in these areas should be referred by Assistants to a Supervisor or superior in the organisation immediately.

General upkeep of tuition centre environment

Under instruction from Supervisor, Assistants are responsible for the following tasks: -

- **Toilets:** replenishing towels, toilet roll and soap
- **Bins:** should be emptied
- **Washing up:** must be done as when required
- **General maintenance tasks:** variable, as/when required within reason.



Uniform: The black uniform provided should be worn at all times, it is important that Assistants can be identified by both children and parents so badges should also be worn at all times.

Working patterns/shift and cover requests:

Working patterns are agreed at recruitment and in discussion with Supervisors. Assistants are responsible for planning instances of cover in accordance with procedures as laid out by the supervision team and tuition management.

Skills/Competencies

- High standard of general education, to GCSE level as a minimum. English and maths high level of attainment (A*/A or grade 8 and above)
- Personal confidence
- Demonstrable enthusiasm in classroom environment to inspire pupils to learn and progress
- Professional standard of presentation and behaviour
- Good team worker
- Written and verbal communication skills
- Understanding of grammar school selection testing process a distinct advantage
- Ability to work with focus and in accordance with prescribed patterns of tuition and pupil support is important. Assistants must work at the pace required by the programme and with guidance by Supervisors and Teachers as time is often limited in the classroom
- Flexibility and willingness to cooperate with colleagues when particular demands are placed on the system on occasions
- DBS checking is mandatory for roles in AE Tuition Centres.

New Assistants will initially be expected to undertake a 'shadow shift' with an experienced member of staff as part of training. Thereafter a new Assistant would be shadowed by this same colleague to ensure confidence before working with a child.

Responsibilities and Skills outlined are not an exhaustive list. Classroom Assistants may be required to complete other reasonable duties where required, from time to time, by the Company.