

**Employer: The Dales School**

**Vacancy: Classroom Assistant**

**Hours: Flexibility in hours worked - Maximum 30 hours per week**

**Salary: £11.44 per hour – Meets Min National Wage**

**Working pattern: Monday - Friday (08.45 - 15.30 dependant on contracted hours.  
An additional hour once per week to attend training sessions)**

**Number of vacancies: 2**

### **Job Summary**

Are you an enthusiastic and friendly individual who has always wanted to work in a school with children, to not only help with their education but to see them grow in confidence? well this is your chance!

Our school environment is full of exciting creative ideas to best support the children to succeed, but it's also a warm and welcoming place fully inclusive place, where we lead with kindness. We are a specialist school and therefore we support children with special education needs and disabilities, so respect and ability to work in a teamwork is super important to us. Please note – all training will be provided, and you will be fully supported in your journey with us.

### **Things you will be doing:**

- Provide general support to the teacher in the management of pupils in the classroom
- Prepare the classroom before and after the lesson
- Attend to personal needs, including social, health, physical, hygiene and welfare
- Build meaningful relationships, acting as a role model and responding to the individual needs.
- Encourage children to play and interact with one another promoting acceptance in and out of the classroom
- Encourage engagement and participation in learning activities led by the class teacher.
- Regularly communicate with the classroom teacher about important information about the children
- Gather information from and provide information to parents and carers as directed.
- Complete basic administrative duties i.e. filing, printing, scanning etc.
- Adhere to all Health and Safety, Equal Opportunities, Child Protection, Confidentiality, and data protection policies which you will be trained on.

## Essential skills, experience and qualifications

### What do we expect to see from you?

This is a starting role, so we don't need qualifications or experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- A commitment to own learning and development and ready to complete the training on offer
- Ability to work well as part of a small team
- Ability to demonstrate customer care and to be polite and courteous
- Able to follow instructions and health and safety guidelines
- Good communication skills