

# Job Description



<b>Job Title:</b> Sessional Classroom Assistant	<b>Service Area:</b> London Stadium Learning – Access and Infrastructure	
<b>Directorate:</b> DIRECTORATE Children and Young People's Services	<b>Post Number:</b> FROM TRENT	<b>Evaluation Number:</b> FROM HRMI SYSTEM
<b>Grade:</b> National pay grade for assistant scale 5	<b>Date last updated:</b> MONTH AND YEAR	

## **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

## **Overall Purpose of Job**

- To work as a part of team to deliver tailored learning activities for individuals and small groups of pupils to improve learning skills and confidence
- To support individual learners with their learning activities
- Support social and emotional development of pupils, reporting Safeguarding or child Protection issues when required
- To support the Centre Teacher in setting up and tidying the classroom and resources as necessary
- To support the teacher in behavior management following the Centre ethos and guidelines
- Guide and monitor pupil progress
- Contribute to curriculum planning and evaluation
- Support collection of impact data
- Support Centre administration as requested
- Support the Centre with school/ parent liaison as requested
- To contribute content to Centre social media and other online platforms as required

- To act as a positive role model for young people and other members of the staff team
- To escort the young on trips out according to the Health and Safety guidelines
- To implement the Centre programme and ethos
- To positively represent the Local Authority and the Learning Centre at all times following the council policies
- To carry out any other duties that are in line with the purpose and grade of the job as may be required from time to time.

## **Job Context**

The post holder reports to Centre Manager of London Stadium Learning

1. The post holder does not have line management responsibilities.
2. The post holder does not have budget responsibility.
3. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.
4. The post holder will be required to wear an appropriate clothing for the activity delivered but they must adhere to the council's dress code.

## **Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

- To provide physical and emotional care through involvement in all aspects of the child's attendance at the Centre
- To assist in creating an appropriately stimulating learning environment reflecting the Centre ethos
- To implement group and individual programs as directed by the teacher
- To lead small groups of students ensuring they meet their set learning targets working both under supervision as well as independently
- To support the centre in uploading and sharing student work with the schools via on-line platforms
- To act as a role model for pupils and new volunteers following the centre code of conduct
- To escort the young people according to Health and Safety guide lines
- To maintain good contact with the school and the partnering organizations, teachers, parents or guardians
- To assist the centre teacher in record keeping and collection of impact data as necessary
- To participate in writing student reviews and reports to school
- To contribute to the planning and evaluation of curriculum and programmes
- To be responsible for taking stock and the use and care of the resources ensuring that the equipment is kept safe, in good order - reporting any loss or damage
- Ensure the classroom and storage areas are kept tidy and clean
- To work as directed by the Centre Teacher and Centre Manager and contribute as an active member of the team
- To promote the centre and London Borough of Newham at all times

- To support the upkeep of displays for the Centre both at the Stadium as well as on on-line platforms
- To take initiative and support the centre's development
- To be able to work unsociable hours and weekends as required
- To attend any staff training and meetings as required
- To be aware and promote the council's policies on Child protection, Equal opportunities on challenging any discrimination and disadvantage in the areas of racism, disability, and discrimination of minority groups.

# Personal Specification



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<b>Directorate:</b> DIRECTORATE Children and Young People’s Services	<b>Post Number:</b> FROM TRENT	<b>Evaluation Number:</b> FROM HRMI SYSTEM
<b>Grade:</b> GRADE(use a / for linked grades and a – for barred grades)	<b>Date last updated:</b> MONTH AND YEAR	

**IMPORTANT INFORMATION FOR APPLICANTS**

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT	
<p><b>EQUALITY AND DIVERSITY</b> We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p><b>PROTECTING OUR STAFF AND SERVICES</b> Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>		
Attitude/Skills/ Experience/ Knowledge	The ability to impart information to students in a manner conducive to their learning objective within a group environment.	Letter of Application / Interview
Attitude/Skills/		

Experience/ Knowledge	The willingness to learn new skills and specifically IT software and film making skills	Letter of Application / Interview
Attitude/Skills/ Experience/ Knowledge	The willingness to act as a role model for students and ability to manage student behaviour and positive communication	Letter of Application /Interview
Skills/Experience	An understanding and experience of working with children with special education needs	Letter of Application /Interview
Knowledge/Skills/ Experience	Ability to adapt resources according to the individual student's needs	Letter of Application /Interview
Knowledge/Skills/ Experience	Ability to take initiative and lead parts of the session activities where appropriate	Letter of Application /Interview
Knowledge/Skills/ Experience	Knowledge and experience of using iMacs and a variety of multimedia software	Letter of Application /Interview
Knowledge/Skills/ Experience	Effective administration skills to support pupils and volunteer mentors	Letter of Application /Interview
Knowledge/Attitude Experience	Commitment to inclusive learning	Letter of Application /Interview
Experience/Attitude		Letter of Application /Interview

<b>KNOWLEDGE:</b>	
A possession of English and Maths A-level	Application Form/Interview/Test
Good level of understanding of Microsoft packages	Interview/Test
Some experience of using Apple Macs desirable	Interview/Test
Some knowledge of sports and/or film making desirable.	Interview

Demonstrate an understanding of xxxxx.	
<p><b>EXPERIENCE:</b></p> <p>Experience of xxxxx.</p> <p>Experience of xxxxx.</p> <p>Experience of xxxxx.</p> <p>Demonstrable evidence of xxxxx.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>SKILLS AND ABILITIES:</b></p> <p>Ability to xxxxx.</p> <p>Ability to xxxxx.</p> <p>Good xxxxx skills.</p> <p>Sound xxxxx skills, and ability to xxxxx.</p> <p>High level of xxxxx skills, and ability to xxxxx.</p> <p>Ability to xxxxx.</p> <p>Ability to xxxxx.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>Ability to xxxxx.</p> <p>Ability to xxxxx.</p> <p>Ability to xxxxx.</p> <p>Ability to xxxxx.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p>	<p>Application Form/Interview</p>

<p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p>Some of the duties undertaken by this post [may/will] require the post holder to have a full current driving licence, and be willing to drive a Council vehicle after completing a Council driving test.</p> <p>This post is subject to a [standard/enhanced] DBS check.</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p>	<p>Application Form/Interview/Test</p> <p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>
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