



# SILCOATES

## Job Specification

<b>Title:</b>	Classroom Co-ordinator
<b>Type:</b>	Fixed term contract, Sept 2026 to July 2027, 8.30 to 2.30 or 9am to 3pm, Monday to Friday.  Term Time only (35 weeks per year, plus INSET days)
<b>Line Manager:</b>	Head of Junior School

### General Purpose

To complement the professional role of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups of pupils and assessing, recording, and reporting on pupil's achievement, progress and development.

The role may include the management and development of a specialist area within the school under the leadership of the class teacher.

### Job Description

#### Support for pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil's learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement IEPs where relevant
- Promote the inclusion and acceptance of pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and cooperate with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance/provide feedback to pupils in relation to progress and achievement
- Applying first aid care where appropriate
- Serve the children with food at lunchtimes and sit with them as directed
- Supervise children at pre/post school times, breaks and lunchtimes in accordance with agreed rotas

### Support for teachers

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required for pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Work within an established system of rewards and sanctions to anticipate and manage behaviour constructively, promoting self-control and independence
- Production of lesson plans for specific area of expertise
- Setting out and putting away equipment in the playground

### Support for the curriculum

- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/ needs
- Deliver local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds

### Support for the school

- Comply with and support the policies and procedures of the school relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/ work/aims of the school
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the execution of appropriate out of school learning activities which consolidate and extend work carried out in class

## Person Specification

### Experience

- Experience of working with children of a relevant age within a learning environment

### Qualifications/ Training

- A minimum of NVQ level 3 qualification in a childcare discipline, or equivalent experience
- Excellent numeracy/literacy skills – preferably to GCSE/NVQ equivalent Maths and English
- Demonstration of familiarity with appropriate learning strategies e.g. numeracy and literacy
- Specialist skills / training in curriculum or learning area e.g. bilingual, sign language, ICT etc

### Attributes/Knowledge/Skills

- Ability to be flexible
- Patience and a good sense of humour
- Ability to organise and self-motivate
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities
- Excellent communication skills
- Full working knowledge of relevant policies
- Good understanding of child development and learning processes
- Can use ICT effectively to support learning
- Understanding of statutory frameworks relating to teaching
- Experience/ qualification in Forest School, or willingness to undergo training is desirable