

Ashgrove Primary School

Guidelines

for

Classroom
Assistants

1 January 2005

VERSION 1:1

Guidelines for Classroom Assistants

Rationale

In Ashgrove Primary School each classroom assistant is a valued team member with one primary function: to enhance the learning opportunities of children. By supporting a teacher, an individual child, a group or a class the assistant increases the potential for learning in all children.

Classroom assistants are employed to support the Primary One class and individual children with special educational needs throughout the school.

Objectives

The main objectives for classroom assistants are:

- to contribute to the care of all children within Ashgrove Primary School;
- to support children's learning;
- to support teachers in the smooth running of classrooms and in learning activities.

Procedure

Classroom assistants will carry out a range of practical and administrative tasks under the direction of the class teacher. These will include the supervision and support of pupils' learning.

Although some classroom assistants may work primarily with a single teacher or in support of an individual child, it is school policy to deploy assistants for maximum benefit. This lack of rigorous timetabling requires flexibility from all staff as it may result in classroom assistants working with a number of different teachers. While routines are desirable, it will be necessary at times for assistants to support teachers and the principal in meeting the needs of changing circumstances.

Duties

Duties will include the following:

- supervision;
- photocopying;
- the preparation, setting out and clearing away of materials;
- supporting activities in literacy and numeracy;

- supporting structured play;
- encouraging children's good behaviour, concentration and learning;
- basic administration;
- supporting practical work;
- supporting ICT.

Review

This policy will be reviewed annually.