

Educational Assistant Job Description

Lighthouse Special Education and Three Little Ships Pre-School

Job Title:	Educational Assistant
School Employer:	HSV
School Locations:	Van Heutszstraat 12
Responsible to:	Head of School
Liaises with:	Class teacher/Team Leader TLS

The Education Assistant's role is to ensure the effective planning, delivery and evaluation of learning activities for all children in the preschool class under the direction of the class teacher/class coordinator. This role is to support the teacher and children of the ID class to ensure effective learning and evaluation of learning activities.

Overview of duties and responsibilities:

- Plan and evaluate learning activities in line with agreed learning goals that support children's social, emotional, physical, creative and academic development

- Prepare and maintain the learning environment in the classroom
 - select suitable equipment for activities
 - set out and clear away activities
 - ensure equipment is clean and fit for use
 - photocopy, laminate, create materials for classroom use
 - contribute to displays around the school

- Ensure that all children access the curriculum appropriately
 - lead and support activities with the class
 - lead and support activities with small groups
 - lead and support activities with individual children
 - support children in integrated activities in mainstream lessons

- Assist children with well-being and health and safety
 - assist with personal hygiene
 - assist children with changing clothes
 - supervise children in the playground and on school trips
 - look after an unwell children until they can be collected by parents
 - administer first aid (if qualified to do so)

- Track childrens' progress effectively
 - complete agreed documentation
 - contribute to the planning and evaluation of IEP and children progress reports
 - attend IEP meetings about individual children

- Help with the care and support of individual children or groups of children during learning activities including those with English as an Additional Language and Special Needs

- Maintain effective working relationships with parents and colleagues
 - contribute to parent newsletters and website updates
 - attend parent evenings if requested

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- Review and develop your own professional practice.
 - attend staff meetings and study days as required by the Director
 - participate in professional development opportunities independently and with the support of the school
 - Contribute to classroom behaviour management
- As required by the Director, undertake other general tasks and assist with the supervision of other classes.

Arrangements for appraisal of performance:

- Daily and weekly discussions with class teacher
- Annual observation by Director and follow up discussion
- Annual Personal Progress Conversation

Day-to-day duties and responsibilities include:

- Organise set up and clearing of the classroom at the beginning and end of the day
- Greet children as they arrive
- Support children's learning as they engage in curriculum activities e.g. maths, literacy, International Primary Curriculum (IPC) and Jigsaw.
- Help organise the children during day to day routines e.g. lining-up, carpet time, home time etc.
- Support in specialist teaching lessons as required
- Help pupils change clothes for P.E, dance etc and at the beginning and end of the school day
- Assist with pupils who are unwell or otherwise distressed, and accompany to hospital or for other emergency treatment if required: administer first aid if qualified to do so
- Escort pupils, accompanied by a teacher, to sports or other school facilities or on trips off the school premises
- Help supervise pupils at breaks
- Undertake photocopying and other preparation of teaching materials, as required by the class teacher
- Assist in setting up displays
- Attend and contribute to staff meetings and staff development days
- As required by the Location Leader or Director ID, undertake other general tasks and assist with the supervision of other classes.

Arrangements for appraisal of performance:

- Termly observations by location leader and follow up discussions
- Daily and weekly discussions with class teacher