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# Job description and person specification

**Classroom Assistant (Under 18 Courses – Kids and Teens)**

# Job description

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| **Job title** | Classroom Assistant (Under 18 Courses – Kids and Teens) |
| **College/Service** | Academic Enterprise |
| **Department/Team** | UAL Short Courses |
| **Accountable to** | Short Course Manager |
| **Contract** | Fixed Term, Part Time |
| **Term** | Hours per week: various |
| **Grade** | - |
| **Salary** | Hourly Paid |
| **Location** | UAL Various Locations |
| **HERA Reference** | - |

### Purpose of the role

### To support teachers and students in the learning and delivery of Kids and Teens courses. To help facilitate an excellent and safe learner experience.

### Key duties and responsibilities

**For all under eighteen courses (Kids and Teens)**

* To work with and support the teacher in managing classroom activities
* Under the direction of the class teacher, help support the delivery of course content
* To help set up the classroom prior to teaching
* To help tidy up and prepare the classroom after teaching
* Preparing materials and sourcing additional materials from UALSC to ensure effective delivery of lessons
* Help with any additional tasks relating to classroom preparation. Including but not limited to; photocopying, researching content, recycling materials, seeking additional IT if required.

**For 11 - 15 courses only, in addition to the above**

* To undertake safeguarding training, appropriate for the role.
* To supervise a group of learners in and outside lesson activities observing safeguarding practices. Including but not limited to lunchtimes, breaks, registration and trips.
* Meet learners in the morning prior to the course start to welcome and take a register
* To promptly notify UALSC and the teacher of missing learners.
* To accompany learners to their designated classroom. Escort learners from classroom to designated lunch area. Monitor learners and return them to the classroom.
* Escort learners back to the assigned area for collection, at the end of each day.
* To notify customer services of any issues that might require escalation and or, emergency contacts being notified.

**General duties**

The duties below are in addition to the duties and responsibilities listed above:

* Undertake health and safety duties and responsibilities appropriate to the role
* To commit to continuous professional practice in your area of specialism and undertake relevant training where appropriate. To work in accordance with the University’s Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
* To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness

### Key working relationships

* Short Course Tutor, Short Course Coordinator, Short Course Assistants, Short Course Manager, Classroom Assistants, Customer Services, Technicians

# Person specification

### Experience, knowledge and qualifications

* Educated to degree level or with equivalent experience
* Knowledge of art and design materials
* Confident IT skills user
* Strong organisational and administrative experience, working in a fast-paced environment.
* Experience or understanding of art and design in Primary/Secondary school education system.
* Experience of setting up workshops, summer schools or other educational activities and/or events

### Communication skills

* Communicates effectively orally, in writing and/or using visual media with teachers, customers and external partners

### Leadership and management

* Experience of coordinating others in a busy administration, event and project-led organisation.
* Self-motivated and self-starter

### Planning and managing resources

* Plans, prioritises and organises work to achieve objectives on time
* Identifies and resolves issues with administrative processes to improve standards and service

###  Teamwork

* Works collaboratively in a team and where appropriate across or with different professional groups

### Student experience or customer service

* Provides a positive and responsive student or customer service

###  Creativity, innovation and problem-solving

* Uses initiative and creativity to resolve problems.
* Inputs new ideas for development and improving practices regularly

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.