

# **BORDERS COLLEGE**

## **JOB DESCRIPTION**

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<b>Job Title</b>	<b>Supply Classroom Assistant</b>
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<b>Post Holder</b>	
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<b>Accountable To</b>	<b>Delivery Team Manager – Health and Social Care, Early Education, Supported Programmes and Sport</b>
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<b>Responsible For</b>	
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<b>Department</b>	<b>Health and Social Care, Early Education, Supported Programmes and Sport</b>
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<b>Overall Purpose of Job</b>
To assist lecturers working with groups of students.

<b>Main Duties and Responsibilities</b>
<ul style="list-style-type: none"><li>• To engage in communication with lecturers to discuss classroom activity</li><li>• To assist in preparation and planning for group activities.</li><li>• To work alongside students encouraging them in task completion.</li><li>• To observe group dynamics and intervene appropriately.</li><li>• To attend to personal needs including administration of medication as appropriate.</li><li>• To assist in the preparation of progress and other reports.</li><li>• To attend monthly team meetings and training events.</li><li>• Attendance at internal and external meetings as required</li></ul> <p>To undertake Personal and Professional Development:</p> <ul style="list-style-type: none"><li>• Adopt flexible working methods to meet the changing needs of the College</li><li>• Develop and maintain high quality standards appropriate to the post</li></ul>

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- Develop and maintain professional standards and expertise by undertaking relevant professional development

To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

You may also be required to:

- To support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

**The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.**

Signed ..... Date .....  
(Staff Member)

Signed ..... Date .....  
(Line Manager)

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## JOB & PERSON SPECIFICATION

<b>QUALIFICATIONS</b>	<b>Essential or Desirable</b>
SCQF Level 7 or equivalent work experience	Essential

<b>KNOWLEDGE</b>	<b>Essential or Desirable</b>
Able to follow guidance and work co-operatively	Essential
Ability to form motivating relationships with learners	Essential
Good communication skills with groups and individuals	Essential
Good IT skills (word processing, use of internet, e-mail)	Essential

<b>EXPERIENCE</b>	<b>Essential or Desirable</b>
Previous experience as a Classroom Assistant	Desirable
Experience of working within education	Desirable
Experience of working with Children and young people	Desirable

<b>INTERPERSONAL SKILLS AND ABILITIES</b>	<b>Essential or Desirable</b>
Flexible and adaptable	Essential
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College	Essential
Approachable, calm and friendly manner	Essential

<b>OTHER ABILITIES/QUALITIES</b>	<b>Essential or Desirable</b>
Ability to work effectively within a team	Essential
Able to plan ahead and anticipate support needs	Essential

<b>ATTITUDES AND BELIEFS</b>	<b>Essential or Desirable</b>
Commitment to continuous professional development	Essential
Commitment to high professional and personal standards of work and conduct	Essential
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career	Essential

<b>WORK-RELATED CIRCUMSTANCES</b>	<b>Essential or Desirable</b>
The ability to be flexible and provide support to other team members	Essential