

## **JOB DESCRIPTION**

**TITLE:** Class Assistant

**RESPONSIBLE TO:** Centre Instructor

### **1. PURPOSE OF THE JOB**

- 1.1 To support the Instructor and Senior Class Assistant in all aspects of delivering the Kumon Maths and English learning programmes within a Kumon educational centre.

### **2. LINE MANAGEMENT**

- 2.1 There is no line management responsibility within this role.

### **3. DUTIES AND RESPONSIBILITIES**

- 3.1 To assist in setting up and clearing down the classroom in a timely manner to ensure the environment is ready for activity when the first student arrives.
- 3.2 To ensure that students work effectively in the class room.
- 3.3 To supervise students and assist in maintaining class discipline.
- 3.4 To supervise specific student activities including but not limited to; number boards, listening to recitation of times tables and listening and assessing reading.
- 3.5 To accurately mark and record student's work and complete reporting methods as and where required.
- 3.6 To liaise and maintain positive working relationships with parents of students as and when required i.e. take or give messages.
- 3.7 To prepare students work.
- 3.8 To provide a professional reception service for the centre when required; welcoming parents, managing enquiries, taking messages and maintaining payment systems.
- 3.9 General administration duties as and when requested by your line manager
- 3.10 To attend supervision, training and meetings as and when required. There may be a necessity for these to be outside of normal working times at weekends for which overtime would be awarded.
- 3.11 To work with, abide to and positively promote all KEUK's policies and/or procedures including but not limited to, health and safety matters.
- 3.12 To carry out all reasonable duties as and when requested by your line manager or any other senior management member.

**This job description outlines the general ways in which it is expected you will meet the overall requirements of this post.**

**The list of tasks is not an exclusive one and duties may be varied from time to time. This job description is subject to regular review.**



## PERSON SPECIFICATION

### CLASS ASSISTANT

<b>ATTRIBUTE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>	Proven experience of working with children	Experience of working within an educational background environment.
<b>EDUCATION</b>	Strong numeracy and literacy skills	
<b>PERSONAL ATTRIBUTES</b>	Professional manner Enthusiastic Positive Good sense of humour	
<b>KNOWLEDGE AND SKILLS</b>	Good communicator on the telephone and face to face.  Ability to work as a team member whilst at the same time, work on own initiative.  Computer literate with fast data inputting skills for both numerical and alphabetical data.	Experience of and or knowledge of Kumon Education activities.
<b>OTHER</b>	Willing to work additional hours when required	
<b>INTERESTS</b>	Positive and caring interest in children and their capabilities.	