



POSITION OF CLASS ASSISTANT

San Anton School is an equal-opportunity employer. Additionally, it has a zero-tolerance policy towards any form of abuse. The School adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

San Anton School is seeking to recruit Class Assistants (as per Appendix 1) on an indefinite basis with effect from scholastic year 2022-23.

Eligibility Requirements

By the closing date and time of this call for applications, applicants must be:

- Proficient in the English and Maltese languages;

AND

- in possession of minimum requirements being a pass in four SEC subjects which should include Maltese, English and Mathematics AND at least one 'A' Level or equivalent.

All things being equal, applicants with additional 'A' levels or equivalent, and/or higher qualifications will be given preference. Also, applicants with support/intervention experience will be given preference.

Position details

Vacancies for this role currently exist within Junior Sector.

The salary for the position of Class Assistant is pegged to Salary Scale 15 with an allowance which in the year 2022 is equivalent to €15,717 per annum plus an allowance of €500.

The position of Class Assistant is on an indefinite basis with a one-year probation. Employees performing such duties may be deployed to different Grades according to the exigencies of the school. Selected candidates may be required to undertake in-house or external training as a condition of successful conclusion of the probationary period.



Appendix 1

Class Assistants work under the supervision of a teacher in assisting both students and the teacher, so that all students can reach their full potential. Their role is to collaborate with teachers so as to maximise their teaching time and efficacy, so that all students are offered quality education and support as necessary. Class Assistants' work involves both intervention during contact hours, as also any necessary preparation to be done after school hours.

Skills, Attributes and Qualities

The skills, attributes and qualities a Classroom Assistant needs in order to be effective are the following:

- The ability to interact positively with children and other adults;
- A sense of initiative and the ability to take decisions;
- Patience, tact and sensitivity with all children, especially challenging children and understanding of those students who have additional needs;
- Ability to motivate and provide encouragement to all children in the class;
- Ability to work on own initiative and also as part of a team;
- Creativity;
- Good numeracy and literacy skills;
- Good governance of discipline.

Responsibilities for Class Assistant - Grade 4 to Grade 7

a. In support to the students

- Supervising and supporting students on an individual basis or in a group, and in support of the teacher, ensuring their access to the curriculum and to learning in general;
- Collaborating with the teacher in ensuring the safety of the students;
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual student needs;
- Facilitating the inclusion of all pupils;
- Facilitating pupil peer interaction and engagement in teacher-led group activities coordinated by the teachers;
- Encouraging, supporting and mentoring pupils to act independently;
- Assisting the teacher and/or education specialists, as required, with the implementation of programmes for students with particular needs;
- Collaborating with the Teacher to provide feedback to pupils and parents in relation to pupil progress and achievement;
- Supporting teachers during Parents' Days, during meetings regarding particular pupils or whole class where possible;
- Supporting pupils consistently whilst recognising and responding to their individual needs;



- Assisting students in activities led by the teacher to ensure involvement of all the students in the class;
- Helping in the supervision of students in the class, between classes during lunchtimes and on outings;
- Supervise the class in the continuation of a class activity when the class teacher is temporarily absent from class;
- Providing guidance to students in order to help them improve their social skills;
- Providing general encouragement to the students in the class;
- Taking charge of students who have had a minor accident;
- Promoting independence and employ strategies to recognise and reward achievement of self-reliance;
- In collaboration with the teacher, assessing the needs of pupils and using the information collated so as to support pupils' learning;
- Providing literacy and numeracy intervention and support to students who are identified as requiring intervention and/or extra support;
- Facilitating group work and learners' collaboration;
- Assisting teachers during admission and dismissal.

b. In support to the Teacher

- Providing one to one specific intervention from time to time, when required;
- Assisting by working alongside and with the teacher in preparing the physical environment of the classroom for lessons, in setting up displays of work and in clearing away after lessons;
- Ensuring that teaching material and/or equipment is ready for use;
- Supporting teachers in the planning of lessons;
- Reinforcing lessons presented by teachers by reviewing material with students and assisting the students in the completion of given tasks;
- Being aware of pupil problems/progress/achievements and report to the teacher as agreed;
- Supporting the teacher in student record-keeping as is necessary for the optimal development;
- Collaborating with teachers in the monitoring of the students' learning and development;
- Collaborating with the teacher in the assessment of work;
- Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate;
- Enforcing school and class rules;
- Assisting the Teacher in any clerical/administrative duties required as well as with recordkeeping such as tracking attendance, calculating grades and any other documentation as necessary;
- Supporting the Teacher in order to create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Undertake any preparation work during or outside school hours as reasonably directed by the class teacher;



- Replacing the teacher as necessary.

c. Others

Attending such training as may be prescribed by the school during school hours.

Assessment Criteria and Selection Process

The assessment criteria that shall be adopted during the selection process include the following:

- Vision of the role;
- Professional maturity and fitness for purpose;
- Related experience;
- Additional Qualifications.

Submission of Applications

Applicants need to submit the below:

- A letter of application detailing the motivation for the application.
- Full CV in Europass format;
- Any other supporting documentation in e-version/scan, including of highest qualifications.

The letter of application along with all accompanying/supporting documents is to be submitted through email on vacancies@sananton.edu.mt by not later than Monday the 25th of July 2022. Late applications will not be considered.

Selection Procedure

All applications will be acknowledged, vetted and short-listed. Shortlisted eligible candidates will be requested to attend for an interview.