

## Job Profile

<b>MOORGATE PRIMARY ACADEMY</b>				
<b>Job Number</b>	<b>Post Title</b>	<b>Grade</b>	<b>Points</b>	<b>Date</b>
AA6951 (formerly C1305)	Extended School Support Teaching Assistant	Grade 2	282 NJC	April 2008

### **Reporting Relationships**

**Responsible to:** Senior Play Leader

### **Statement of Purpose**

To work under the direct instruction of senior staff, in an extended school support setting. Provide general support to the extended school support staff in the care of children, and management of the extended school support setting. Assist senior staff in the following:

### **Support to Children**

- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Supervise and support children ensuring their safety, by complying with good H&S practice.
- *Accompany staff and children on visits, trips and out of school activities as required<sup>1</sup>.*
- Encourage children to interact with others and engage in activities led by senior staff.

### **Support to Staff**

- Prepare room as directed for extended school support, clear afterwards and assist with and maintain displays of children's' work, notice boards, shelving systems etc.
- Undertake routine administrative tasks, e.g. children record keeping as requested.
- Support senior staff in managing pupil behaviour, reporting difficulties as appropriate.
- Appropriate liaison with parents on general matters.

### **Support to Curriculum**

- Support children to understand instructions in relation to curriculum subject.
- Prepare and maintain general equipment/resources as directed by senior staff.
- Attend training sessions as required for CPD purposes and to ensure appropriate skill level is obtained to undertake role, e.g. behaviour management strategies.

**Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the school)

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<sup>1</sup> Every effort should be made to ensure support is within contractual hours.

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

### **Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

### **Financial Management**

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

### **People Management**

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

### **Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

### **Climate Change**

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

### **Health and Safety**

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

**Person Specification**  
**Extended School Support Teaching Assistant**  
**Level 1**

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age.</li> </ul>	A/I
	<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• Good understanding of numeracy/literacy skills.</li> <li>• Participate in development and training opportunities.</li> <li>• Willingness to undertake Induction Training, training leading to NVQ Level 2.</li> </ul>	A/I
	<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Ability to relate well to children and adults.</li> <li>• Have good organisational skills.</li> <li>• Basic knowledge of first aid; e.g. emergency first aid course.</li> <li>• Ability to work constructively as part of a team and on own initiative.</li> <li>• Use basic technology – computer, video, and photocopier.</li> <li>• Have a flexible approach to work and be prepared to undertake routine admin tasks outside of the classroom if required.</li> </ul>	T/A/I
	<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the children, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by</li> </ul>	A/I

	keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	
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A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the  
**SSC Recruitment Team on 01785 276480**