SUPPORT STAFF JOB DESCRIPTION
Support Role
Bysing Wood Primary School

Post: Childcare Assistant (including Extended Day)

Salary: EKC 2

Responsible To: Headteacher
Summary of Post: To supervise children in unstructured times and provide a safe, caring and stimulating environment.

Tier of role: Support

Key descriptor: Operates to standards.

Scope of role: Provides specific service, performing a limited range of straightforward, specific tasks.
Autonomy: Detailed instructions are given, and routines are followed to standard, solving basic problems as required.
Knowledge of role: Role-specific knowledge is required.
Skills – Technical & Practical: Basic skills required.
Qualifications/Experience: Level 2 English and maths preferred but not essential.
Supervision of others: No supervision or line management
Management by others: Close supervision with instruction when required.

Key Responsibilities:

1. To contribute to setting up, planning and supervising children within the relevant setting.
2. Work with other staff to maintain high levels and standards of safety, cleanliness, hygiene and supervision.
3. Work with other staff to ensure children have access to appropriate activities to support their physical, social and emotional needs.
4. Ensure any records, registers or forms are appropriately completed and reporting and sharing

key information as required.

5. Build positive, appropriate and supportive relationships with children, providing support and nurture and following all school policies and procedures.

General Duties and Responsibilities:

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting pupils and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development program and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.
5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety, and data protection and all staffing policies.
6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.
8. To undertake any other duties commensurate with tier as may be reasonably requested.

Please note:
This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment, and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems, and enhance the effectiveness of the role.

Line manager's signature: _____ Date: _____

Postholder's signature: _____ Date: _____

	PERSON SPECIFICATION Tier of Role: Support	Application	Interview	Shortlisting Weighting
Qualifications and Training				
1.	English and Maths Level 2/ GCSE A-C grade 4 or above is an advantage.	✓		6
Experience				
1.	Previous experience of working with children an advantage.	✓	✓	4
2.	Some previous work experience, voluntary or paid.	✓	✓	4
Skills and knowledge				
1.	Basic numeracy and literacy skills.	✓	✓	4
2.	Basic IT skills; use Word and email.	✓	✓	4
3.	Good communication skills.	✓	✓	6
4.	Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.	✓	✓	6
5.	Have the ability to motivate, inspire and build trust with children, so they achieve their best.	✓	✓	6
Personal Qualities				
1.	Act with honesty and integrity at all times.	✓	✓	6
2.	Commitment to promoting the ethos and values of the school and trust.		✓	6
3.	Ability to work well as part of a team.	✓	✓	6
4.	Maintain confidentiality at all times.		✓	6
5.	Commitment to inclusion, safeguarding and equality.	✓	✓	6