

## Job Description Support Staff

<b>Role:</b>	<b>Community Support Assistant</b>
<b>School:</b>	Beckfoot School
<b>Salary/Grade:</b>	<b>BAND 5 - SCP 4 to 6</b>
<b>Reporting to:</b>	Faculty Leader/Senior Leadership/Headteacher

### Core Purpose of the Post:

To provide general support in a specific curriculum/resource area, including preparation, and maintenance of resources and support to staff and pupils.

### Main Duties and responsibilities:

- Undertake routine day to day tasks
- Create and maintain a purposeful, orderly and productive working environment
- Responsible for own safety and not endanger that of colleagues/students/visitors to the workplace.
- Timely and accurately preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc
- Contribute and maintain work records/inventories/manual systems accurately
- Ensure the health and safety and good behaviour of pupils at all times
- Provide clerical/admin support to a high standard and complies with current legislation
- Monitor and manage stock and resources, cataloguing and purchase ordering as required
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Deliver and set out resources and equipment to rooms in preparation for lessons, check and return equipment to stores.
- Ensure rooms are left clean, tidy and in good order
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Undertake structured and agreed learning activities/teaching programmes
- Provide routine clerical support e.g. record and circulate messages to other members of staff, photocopying, filing, scanning, emailing, complete routine forms, sort and distribute mail, ensuring supplies of internal forms are kept well stocked.
- Data inputting of computerised records/management information systems.
- Undertake typing, word-processing and other IT based tasks (letters, memos, minutes etc).

### Supervision and range of decision making:

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies, recording progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity (including checking for quality/safety and reporting any damages) and assist students in their use.

### Communications and working with others:

- Promote the Trusts values, core purpose, and key principles.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

<ul style="list-style-type: none"> <li>Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.</li> </ul>	
<b>Resources:</b>	
<ul style="list-style-type: none"> <li>Responsible for the safe keeping of office equipment and secure storage of supplies.</li> <li>Operate office equipment e.g. photocopier, computer.</li> <li>Maintaining stock and supplies and prepare information to help in the processing of orders, checking delivery notes, cataloguing and distributing as required.</li> </ul>	
<b>Professional development:</b>	
<ul style="list-style-type: none"> <li>Commitment to own personal and professional development, being prepared to undertake training relevant to the post.</li> <li>Will participate in own performance development, identify, and address any training needs/other learning activities.</li> <li>Engage and commit to the appraisal process as a key part of their professional development.</li> <li>Opportunity for Trust collaboration and Continued Professional development.</li> <li>To participate in and organise extracurricular activities, such as outings, social activities and sporting events; including a willingness to participate in occasional overnight visits.</li> </ul>	
<b>Other Considerations:</b>	
<ul style="list-style-type: none"> <li>To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.</li> <li>This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.</li> <li>To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carer files.</li> <li>Accept and commit to the principles underlying the Schools Equal Rights policies and practices.</li> <li>Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.</li> <li>Must be legally entitled to work in the UK.</li> </ul>	
<b>Safeguarding:</b> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
<b>Intermediate Fluency Duty Required:</b> In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate they can: Express themselves fluently and spontaneously with minimum effort and, only the requirement to explain difficult concepts may hinder a natural smooth flow of language.	
<b>Notes:</b> This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
<b>Date:</b>	August 2020

**Person Specification**  
**Teachers and Support Staff**

<b>Role:</b>	<b>Community Support Assistant</b>	
	<b>Essential Requirements</b>	<b>How Identified</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Minimum of GCSE English and Mathematics at grade C or above (or equivalent).</li> <li>NVQ2 (or equivalent) in a relevant discipline</li> </ul>	Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previously worked in the education sector or of a similar background</li> <li>Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level</li> </ul>	Application References Interview
<b>Training</b>	NVQ2 (or equivalent) in a relevant discipline	Application Interview
<b>Knowledge, Skills and Ability</b>	<p>Promote the building of self-esteem and encourage independent learning.</p> <p>Have a secure knowledge of the relevant subject(s) and curriculum areas..</p> <p>Understand varying needs of pupils and how to overcome barriers to learning.</p> <p>Support and enforce classroom routines to ensure an effective and safe learning environment.</p> <p>Contribute to the safety, mobility, hygiene and well-being of pupils.</p> <p>Treat everyone with dignity and build relationships rooted in mutual respect.</p> <p>Support the inclusion of all pupils, including those with SEN, of different ethnic backgrounds, faiths and sexual orientation.</p> <p>Support and work in compliance with the policies and practices of the Code of Conduct, Beckfoot Trust and regulations.</p> <p>Good literacy and numeracy skills.</p> <p>Good communication skills including telephone/face to face .</p> <p>Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine etc.</p> <p>Working knowledge/use of databases and other software packages e.g. Microsoft Office (Word/Excel/Outlook etc.).</p> <p>Have a neat and organised approach to work.</p> <p>Be willing, courteous and able to work both using your own initiative and in a team.</p> <p>Respect confidentiality.</p>	Application Interview

<b>Personal Circumstances</b>	<p>Must be legally entitled to work in the UK. (Asylum &amp; Immigration Act 1996)</p> <p>Must have the ability to be flexible and work to the requirements of a busy school</p> <p>Interest in the school's wider role in the community</p>	Application Interview
<b>Disposition and Attitude</b>	<p>A passion for education and a deep-felt desire to make a difference for young people.</p> <p>To like young people and be liked by them</p> <p>To possess educational vision underpinned by values</p> <p>To operate in line with the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership</p> <p>Humility: a recognition that the more you know, the less you know! Not being afraid to say 'I don't know'</p> <p>Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other's sensitivities; to have personal pride and lead by example</p> <p>Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself</p> <p>Understand the importance of work/ life balance</p> <p>Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism.</p> <p>Desire for significant professional development.</p>	Application Interview References
<b>Physical</b>	<p>Resilient</p> <p>Excellent attendance and punctuality.</p>	References Interview
<b>Equality</b>	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview