

JOB DESCRIPTION & PERSON SPECIFICATION

SERVICE AREA: Oakfield School **POSITION NO:**
SECTION: **GRADE: 1**
JOB TITLE: Curriculum Support **DATE PREPARED:** 13/07/2020
 Assistant
EVALUATION DATE: 11th August 2020 **JE NUMBER:** NC4492

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Council's Equal Opportunities in Employment Policy.

PURPOSE: To work under the direct instruction of teaching/senior staff, to support teaching staff and teaching assistants with the preparation of resources.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

1.	To promote and safeguard the welfare of children and young people.
2.	Support the aims and ethos of the school.
3.	Set up the resources for the teacher and provide support in setting up resources and other general duties.
4.	Timely and accurate preparation of routine.
5.	Support pupils in accessing learning activities as directed by the teacher.
6.	Ensure the maintenance of a clean and orderly working environment.
7.	Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.
8.	Monitor and arrange orderly and secure storage of supplies.
9.	Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
10.	Appreciate and support difference and ensure all pupils have equal access to opportunities to learn and develop.
11.	Be aware of and support the role of other professionals.
12.	Attend relevant meetings as required.
13.	Participate in training and other learning activities and performance development as required.
14.	Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities.
15.	Maintenance of every day equipment, check for quality/safety.
16.	Undertake simple repairs and report other damages.
17.	Operation of every day equipment in accordance with instructions.
18.	Provides clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.
19.	Prepares and maintains equipment/resources as directed by the teacher and assists pupils in their use.

20.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Hull City Council, as your employer and you as an employee of the council. In addition to the Councils overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Council's Corporate H&S policy.
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GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Council are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Council.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

None

2. Responsibility for Customers/Clients:

Contributing to the safeguarding and well-being of all members of the school

3. Responsibility for Budgets:

None Directly

4. Responsibility for Physical Resources:

None Directly

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within Service Area/Section:

Teachers/Teaching Staff/Admin Staff/Parents/Pupils

2. With Any Other Council Areas

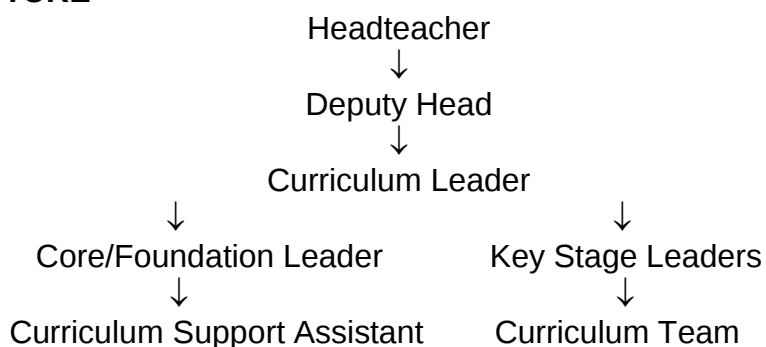
None

3. With External Bodies to the Council

None

ORGANISATION CHART:

STAFFING STRUCTURE



	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).			X				Setting up resources
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		X					School classroom
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	X						

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
1.	Qualifications:			
	None Required			
	GCSE or equivalent in Maths and English at Grade C or above		X	AF, CQ
2.	Relevant Experience:			
	Previous experience of working in a school environment		X	AF and R
	Previous experience of updating displays and setting up resources		X	AF and R
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people and/or vulnerable adults	X		AF and R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people and/or vulnerable adults (<i>service area to include where appropriate</i>).	X		AF and R
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults	X		I
	The postholder will have basic knowledge of Food Hygiene, Health and Safety, First Aid, Lifting and Handling and Fire Prevention for which appropriate training will be provided	X		AF
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults (<i>service area to include where appropriate</i>).	X		AF/I
	Written Skills			
	Good Standard of Literacy	X		AF/I
6.	Other:			
	None			
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
7.	Values and Competencies:			
	The values and competencies listed below are all essential requirements for working at Hull City Council in any post; however, those that have been ticked as essential have been identified as key for this role and will be measured as part of the selection process. They are not required to be addressed in your application form.			
	Values:			
	People First	✓	N/A	I

PERSON SPECIFICATION		Tick relevant column		List code/s*
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	Respect	✓	N/A	I
	Learning	✓	N/A	I
	Ambition	✓	N/A	I
	Partnership	✓	N/A	I
	A copy of the Council's Values and Behaviours can be accessed via the Council's website – www.hullcc.gov.uk/jobs			
	Competencies:			
	Leading forward		N/A	
	Improving services		N/A	
	Analysis and decision making		N/A	
	Making things happen		N/A	
	Communicating with impact		N/A	
	Collaboration		N/A	
	Developing self and others		N/A	
	A copy of the Competency Framework can be accessed via the Council's website – www.hullcc.gov.uk/jobs			
8.	Additional Requirements:			
	If there aren't any state 'none'		N/A	
9.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the Council obtaining a satisfactory Enhanced with Childrens Barring List Disclosure	x	N/A	DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	x	N/A	AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)