

JOB DESCRIPTION

Job Title:	Ancillary Assistant
Grade:	2
Salary:	SCP 7 – SCP 10
Conditions of Service:	Support Staff Contract of Employment
Responsible to:	Principal

Statement of Purpose

To work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide general support to the teacher in the care of pupils and management of the classroom.

Support to Pupils

- Assist children in matters of personal needs and their general health, including first aid and welfare matters.
- Arrange medical/dental visits as appropriate.
- Supervise and support pupils, ensuring their safety by complying with good H&S practice.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required¹. Encourage pupils to interact with others and engage in activities led by the teacher.

Support to Teacher

- Prepare classroom as directed for lessons, clear afterwards, and assist with and maintain displays of pupils' work, notice boards, shelving systems etc.
- Undertake routine administrative tasks, e.g. pupil record-keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Appropriate liaison with parents on general pupil matters.

Support to Curriculum

- Prepare and maintain general equipment/resources as directed by the teacher.
- Attend training sessions as required for CPD purposes and to ensure appropriate skill level is obtained to undertake role, e.g. behaviour management strategies.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.
- Ensure all pupils have equal access to opportunities to learn and develop.

- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.¹
- Participate in training and other learning activities and performance development as required. (See footnote ^{*1}).
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

^{*1} Every effort should be made to ensure support is within contractual hours.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	Experience <ul style="list-style-type: none"> • Working with or caring for children of relevant age. 	APP/I
	Qualifications/Training <ul style="list-style-type: none"> • Good understanding of numeracy/literacy skills. • Participate in development and training opportunities. 	APP/I
	Knowledge/Skills <ul style="list-style-type: none"> • Good communication skills. • Ability to relate well to children and adults. • Have good organisational skills. • Basic knowledge of first aid; e.g. emergency first aid course. • Ability to work constructively as part of a team and on own initiative. • Use basic technology – computer, video, and photocopier. • Have a flexible approach to work and be prepared to undertake routine admin tasks outside of the classroom if required. 	APP/I
	Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	APP / I

MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



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.

HH 03/02/2021

