

Salary:	NJC Pay Scale, Grade B
Responsible to:	
Date of Job Description:	December 2021

Purpose of the Role:

To work as part of a team supporting and assisting pupils' development and learning, facilitating access to dining and recreational facilities including physical and general care.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key duties:

1. Support other staff in managing pupil behaviour during recreational and dining activities

2. Report pupil behavioural issues in line with schools' policies
3. Assist pupils to develop their independence through specific tasks.
4. Communicate with pupils to encourage acceptable behaviour
5. Maintain confidentiality and adhere to safeguarding procedures

Individuals in this role may also:

1. Provide comfort and support to sick, ill or distressed pupils in line with school policies
2. Provide basic welfare support to pupils with special educational needs
3. Provide clerical and administrative support
4. Support pupils and parents / carers to improve attendance.
5. Demonstrate own duties to new or less experienced staff
6. Gather / report basic information to / from parents / carers as directed

Indicative knowledge, skills and experience

Experience of working with children