

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
C1059	Ancillary Assistant	Grade 2	NJC 282	April 2008

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).

¹ Every effort should be made to ensure support is within contractual hours.

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- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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**Person Specification
Ancillary Assistant
Level 1**

Essential Criteria	Measured By
Experience <ul style="list-style-type: none">• Working with or caring for children of relevant age.	AF/I
Qualifications/Training <ul style="list-style-type: none">• Good understanding of numeracy/literacy skills.• Participate in development and training opportunities.	Test 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.	AF/I

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<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” 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. • Acts with pace and urgency being energetic, 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. 	<p>AF/I</p>
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AF - Application form I - Interview T - Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***