

8)

- 9) Liaising with teaching staff in the planning and delivery of work programmes for individuals and groups of children. There is limited discretion to vary the programme without prior reference to the teacher.

Support the school by:

10)

- 11) Respecting confidential issues linked to home, other pupils, teachers, work or school, keeping confidences as appropriate, and acting on these matters as directed by the teacher.

Support personal development by:

12)

- 13) Attending relevant training and development opportunities as required by the Headteacher.

Generally:

14)

instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise.

- 15) Retain the confidentiality of all aspects of school life.

- 16) Comply with all decisions, policies and standing orders of the school and Hamwic Education Trust; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and GDPR.

- 17) Have a commitment to Child Safeguarding, to promoting the welfare of children and five outcomes of Every Child Matters.

Supervision and Management of People

- 1) Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and Skills

- 1) An education standard equating to GCSE grade C in English, Mathematics and Science or equivalent NVQ Level 3 is desirable, together with a qualification relevant to supporting the learning process in schools such as NVQ3, BTEC in Learning Support or equivalent occupational national standard for teaching assistants.
- 2) Experience of working with children in an educational setting is essential.

- 3) The post holder will require discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, the ability to work within a team, and good oral communication.
- 4) An ability to support pupils in achieving their individual targets and, where appropriate,

- 2) The post holder may be required to exert moderate physical effort, for example periods of crouching/bending to engage pupils in activities. There may be an occasional need to physically lift pupils for safety or care needs.
- 3) The post holder will be expected to challenge behaviour of pupils.
- 4) There may be a requirement to attend to a pupil with soiled clothing due to sickness or toileting problems.

Prepared by: Human Resources
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