



**LEAGRAVE PRIMARY SCHOOL**  
*Striving For Excellence, Learning For Life*

**JOB DESCRIPTION**

<b>Job title:</b>	<b>General Assistant</b>
<b>Salary:</b>	<b>SCP4 (£25185 pro-rata)</b>
<b>Hourly rate:</b>	<b>£13.05</b>
<b>Contract type:</b>	<b>Permanent</b>
<b>Hours per week:</b>	<b>32.5</b>
<b>Working pattern:</b>	<b>Monday – Friday 8:30am – 3:30pm (Half hour for lunch – unpaid)</b>
<b>Weeks worked:</b>	<b>38</b>
<b>Reporting to:</b>	<b>Headteacher/Deputy Headteacher/SENDCo</b>

**PURPOSE OF POST:**

The General Assistant may be deployed to support pupils and staff through the provision of general assistance in the classroom and the school, or to support a child with specific needs (e.g. behavioural difficulties/ or English as an additional language).

**Duties and responsibilities:**

- Accompany teachers on school outings and with the supervision of pupils on these occasions, and before and after school
- Listen to pupils reading on an individual basis providing encouragement and support, feeding back to the teacher and teaching assistant accordingly
- Support pupils with personal hygiene, assisting them to dress and undress when necessary
- Undertake first aid
- Assist with classroom preparation and provide general classroom assistance
- Assist with preparation of classroom displays and floor books

### **Health and Safety:**

Promote the safety and wellbeing of pupils, and help to safeguarding pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection and safeguarding policy.

- Look after pupils who are upset or have had accidents

### **Professional Development:**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **Safeguarding:**

- Work in line with statutory safeguarding guidance and child protection and safeguarding policies

### **Other areas of specific responsibility:**

The General Assistant will be required to safeguard and promote pupils' welfare and follow school policies and the staff code of conduct.

Please note that this is illustrative of the role's general nature and level of responsibility. It is not a comprehensive list of tasks the General Assistant will carry out. The post holder may be required to perform other duties appropriate to the level of the role, as directed by the Headteacher.

### **Context:**

All support staff are part of a whole school team. They are required to support the school's values and ethos and priorities as defined in the school development plan. This will mean focussing on the needs of colleagues, parents, carers and pupils and being flexible in a busy and pressurised environment.

A General Assistant at this level could be deployed to support pupils for whom English is an additional language, to support named pupils with special educational needs and disabilities, pupils with behavioural or medical needs, or generally.

It is the individual's responsibility to promote and safeguard the welfare of pupils and young people they are responsible for or come into contact with.

### **Physical effort:**

This role will likely involve some lifting of pupils and equipment regularly, and appropriate training will be provided.

### **Working environment:**

This role could involve a frequent requirement to deal with vomit and bodily fluids when pupils are unwell or when following care plans.



### **Underlying principles of the post:**

The post holder is expected to share our commitment to our organisation's vision, aims and values.

The post holder must be aware of and comply with the school's policies, guidelines and procedures relating to child protection and safeguarding, health and safety, confidentiality and data protection and report all concerns to an appropriate and named person or persons.

All staff must participate in training, other learning activities, and performance management and development as required by the school's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not exhaustive or exclusive and will be subject to change as working requirements dictate and meet the school's organisational needs.

### **Supervision:**

The post holder will be managed daily by the school's Deputy Headteacher under the direction of the Headteacher.

### **Additional information:**

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, in making your application, you must disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions that for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such conviction, bind-over or caution that has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via [www.disclosure.gov.uk](http://www.disclosure.gov.uk).

Leagrave Primary School is committed to safeguarding and promoting the welfare of pupils and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any post at Leagrave Primary School.

This job description forms part of the employment contract of the person appointed to the post. It reflects the position at present and may be reviewed in negotiation with the employee.

Leagrave Primary School will consider reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that the school's policies are reflected in all aspects of their work, in particular, those relating to:

- Equal Opportunities
- Health and Safety
- Data Protection Act (2018)

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

- the candidates' motivation to work with children and young people
- the candidates' ability to form and maintain appropriate relationships and personal boundaries with children and young people
- the candidates' emotional resilience in working with challenging behaviours; and attitudes to use of authority and maintaining discipline