Job Description

Job Title: Ancillary Assistant

Location: Fountains Primary School

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Job Title	Ancillary Assistant
Location:	Fountains Primary School
Hours per week:	0 hours per week – casual work.
Weeks worked per year:	39.2
Reporting to:	Class Teacher
Salary Scale:	Grade 2 Pt 3

Main purpose of Role

To work under the direction of the Class Teacher in providing general support to the class teacher and other classroom colleagues in the care of pupils and the management of the classroom.

Principal Accountabilities:

Support to Pupils	• Assist children in matters of personal needs, including changing if necessary, and their general health including first aid and welfare matters. • 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 required. • 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 display 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 as directed.
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.

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Support to 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.
	• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
Other General Requirements	• Represent and promote the ethos and values of Esteem Multi-Academy Trust
	• To take and be accountable for all decisions made within the parameters of the job description
	• Participate with performance management and training and activities that contribute to personal and professional development
	• Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR.
	• Provide a high standard of customer service in all dealings internal and external to the MAT

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students.   We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

Criteria	Essential	Desirable
Experience		Working with or caring for children of relevant age
Knowledge	• Good understanding of numeracy/literacy skills. • Basic knowledge of first aid; e.g. emergency first aid course. • Use basic technology – computer, video, and photocopier.	
Abilities	• Participate in development and training opportunities • Good communication skills. • Ability to relate well to children and adults. • Have good organisational skill • Ability to work constructively as part of a team and on own initiative. • Have a flexible approach to work and be prepared to undertake routine admin tasks outside of the classroom if required. • 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.	

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	• 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	

Signed:

Date: