

**CLASSROOM SUPERVISORY ASSISTANT**

**Contract:** Fixed Term until 8 April 2022

**Salary:** Band 2, SCP4 £9.81 per hour

**Hours:** 20 hours per week,Monday to Friday1pm-5pm, with a requirement to work flexibly until 6pm if required. Term time only

**Required to start – as soon as possible**

The Federation of Darlington Nursery Schools are currently looking to appoint a classroom support assistant to provide in-class support in George Dent Nursery School. Experience of working with children aged 2-4 years, including those with Special Educational Needs, would be beneficial.

The post holder will be required to work flexibly and may be required to work until 6pm where necessary.

Application forms can be downloaded from: <https://www.darlingtonnurseryschools.org.uk/Staff/Vacancies/> or for further information, including an application pack, please contact George Dent Nursery School on Tel: 01325 380 802 or Email: admingd@darlingtonnurseryschools.org.uk. Applications should be returned to the Nursery by email - please indicate which post you are interested in.

*The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.  This post is subject to an advanced DBS check.*

**Closing Date: Friday 22 October 2021**

**Interviews: Week of 1 November 2021**

# JOB DESCRIPTION

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| **POST TITLE :** | **Classroom Support Assistant**  |
| **GRADE :** | **Band 2 (SCP 4)** |
| **REPORTING RELATIONSHIP** | **Reporting to the Senior Supervisory Assistant or equivalent** |
| **JOB PURPOSE :** | **To support with the care and welfare of children within the nursery and assist with the maintenance of a safe environment for pupils.**  |

**MAIN DUTIES/RESPONSIBILITIES**

# Classroom Support

# Assisting with the care of sick children and those suffering from minor injuries.

1. Helping as and when necessary with children at mealtimes that may have difficulty or are unable to feed themselves.
2. Encouraging independence and self help skills in the bathroom.
3. Helping to remove and replace the children’s outer clothing / aprons.
4. Encouraging independence and self-help skills and good standards of hygiene and personal cleanliness in children through practical assistance, social training and by providing a positive role model.
5. Assisting the teacher in the preparation and delivery of some activities.
6. Assisting the teacher and support staff with displays throughout the school.
7. Accompanying school parties on educational visits when required.
8. Encouraging acceptance and inclusion of children with special needs.

#### Administrative Tasks

1. Undertake reception duties, answering the telephone etc.
2. Provide clerical support e.g. photocopying, filing, update manual & computer record system, sort and distribute mail, collection and counting of monies for banking.

# General Requirements

1. Attend and participate in training and development courses as required.
2. To have regard to confidentiality, child protection procedures, health and safety other statutory requirements and the policies of the governing body and local education authority.
3. This post has a high level of contact with, and responsibility for, children.
4. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
5. The post holder must carry out his/her duties with full regard to the School’s Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
6. Comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
7. Any other relevant duties commensurate with the grading of the post which from time to time may be required by the head teacher.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL FEDERATION POLICIES, INCLUDING THE NO SMOKING POLICY.

THE NURSERY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE FEDERATION.

Date:

#### PERSON SPECIFICATION – CLASSROOM SUPPORT ASSISTANT

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| **ESSENTIAL** | **DESIRABLE** |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria**No.** | ATTRIBUTE | **Stage Identified** |
| **Experience & Knowledge** |  |  |  | D1 | GCSE A\* - C in Mathematics and English or Level 2 Basis Skills (Numeracy and Literacy) or equivalent | AF/C  |
|  |  |  |  | D2 | NVQ Level 3 or equivalent | AF/C |
|  |  |  |  | D3 | Recognised First Aid qualification | AF/C |
| **Experience**  | E1 | Experience of working in an educational environment | AF/I/R |  |  |  |
|  | E2 | Experience of working with children of relevant age  | AF/I/R |  |  |  |
| **Skills** | E3E4E5E6E7E8 | Ability to engage with a range of people, especially children.Ability to organise own workload.Ability to communicate both orally and in writing to a range of audiences.Ability to deal flexibly with change of circumstance.Ability to work as part of a team.Ability to prioritise and work to deadlines | R,IR,IAF,R,I R,IR,IR,I |  |  |  |
| **Personal Attributes** | E9E10E11E12 | Ability to work unsupervisedAbility to treat information in a confidential manner.Reliable, with a flexible approach to workAbility to demonstrate a caring disposition | R,IR,IR,IR,I |  |  |  |
| **Special Requirements** | E4 | Motivation to work with children | I/R/D |  |  |  |
|  | E5 | Ability to form and maintain appropriate relationships and personal boundaries with children | I/R/D |  |  |  |
|  | E6 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining | I/D |  |  |  |
|  | E7 | Suitability to work with children | D |  |  |  |

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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| P | Presentation |
| I | Interview |
| R | References |
| D | Disclosure |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references appointments are subject to satisfactory references