

JOB DESCRIPTION & PERSON SPECIFICATION

SERVICE AREA: Oakfield School POSITION NO:

SECTION: GRADE:

JOB TITLE: Curriculum Support DATE PREPARED: 13/07/2020

Assistant

EVALUATION DATE: JE NUMBER:

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Council's Equal Opportunities in Employment Policy.

PURPOSE: To work under the direct instruction of teaching/senior staff, to support teaching staff and teaching assistants with the preparation of resources.

DDII	NCIPAL ACCOUNTABILITIES:
	se note decision making must be included within the Principal Accountabilities
1.	To promote and safeguard the welfare of children and young people.
2.	Support the aims and ethos of the school
3.	Set up the resources for the teacher and provide support in setting up resources and other general duties
4.	Timely and accurate preparation of routine.
5.	Support pupils in accessing learning activities as directed by the teacher.
6.	Ensure the maintenance of a clean and orderly working environment.
7.	Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.
8.	Monitor and arrange orderly and secure storage of supplies.
9.	Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
10.	Appreciate and support difference and ensure all pupils have equal access to opportunities to learn and develop.
11.	Be aware of and support the role of other professionals.
12.	Attend relevant meetings as required.
13.	Participate in training and other learning activities and performance development as required.
14.	Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities.
15.	Maintenance of every day equipment, check for quality/safety.
16.	Undertake simple repairs and report other damages.
17.	Operation of every day equipment in accordance with instructions.
18.	Provides clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.
19.	Prepares and maintains equipment/resources as directed by the teacher and assists pupils in their use

20. The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Hull City Council, as your employer and you as an employee of the council. In addition to the Councils overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Council's Corporate H&S policy.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Council are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Council.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

None

2. Responsibility for Customers/Clients:

Contributing to the safeguarding and well-being of all members of the school

3. Responsibility for Budgets:

None Directly

4. Responsibility for Physical Resources:

None Directly

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within Service Area/Section:

Teachers/Teaching Staff/Admin Staff/Parents/Pupils

2. With Any Other Council Areas

None

3. With External Bodies to the Council

None

ORGANISATION CHART:

STAFFING STRUCTURE					
Headteach	ner				
↓					
Deputy He	Deputy Head				
↓					
Curriculum Leader					
↓	\downarrow				
Core/Foundation Leader	Key Stage Leaders				
↓	\downarrow				
Curriculum Support Assistant	Curriculum Team				

	Tick relevant level for each category						
	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information (if applicable)
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).			X				Setting up resources
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		X					The work involves regular contact with staff and pupils, and there may be some occasions of conflict in the conduct of pupils. It is anticipated however that this would be minimal, and that the postholder would seek assistance.
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	X						

PERSON SPECIFICATION			k evant umn	List code/s*
use iden *Coo Qua DBS	information listed as essential (the column that is shaded) is d as part of the job evaluation process. The requirements stified as desirable are used for recruitment purposes only. des: $AF = Application Form$, $I = Interview$, $CQ = Certificate of lification$, $R = References$ (should only be used for posts requiring $S(s)$, $T = Test/Assessment$, $P = Presentation$	Essential	Desirable	How identified
1.	Qualifications: None Required		<u> </u>	
	None Required			
2.	Relevant Experience:			A 1' ('
	Previous experience of working in a school environment		Х	Applicatio n form and Reference
	Previous experience of updating displays and setting up resources		X	Applicatio n form and Reference
3.	Skills (including thinking challenge/mental demands):			
ა.	Motivation to work with children and young people and/or	Х		Applicatio
	vulnerable adults (service area to include where appropriate).	Α		n form and Reference
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people and/or vulnerable adults (service area to include where appropriate).	X		Applicatio n form and Reference
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults (service area to include where appropriate).	X		Interview
	The postholder will have basic knowledge of Food Hygiene, Health and Safety, First Aid, Lifting and Handling and Fire Prevention for which appropriate training will be provided	X		Applicatio n form

DEDCON CDECIFICATION			k evant umn	List code/s*				
iden *Cod Qual	information listed as essential (the column that is shaded) is as part of the job evaluation process. The requirements tified as desirable are used for recruitment purposes only. les: $AF = Application Form$, $I = Interview$, $CQ = Certificate of iffication$, $R = References$ (should only be used for posts requiring 's), $T = Test/Assessment$, $P = Presentation$	Essential	Desirable	How identified				
5.	Interpersonal/Communication Skills: Verbal Skills							
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults (service area to include where appropriate).	X		AF/I				
	Written Skills							
	Good Standard of Literacy	Х		AF/I				
Ì	•			_				
6.	Other:							
	If there aren't any state 'none'							
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.								
7.	Competencies:							
	The competencies listed below are all essential requirements for working at Hull City Council in any post; however, those that have been ticked as essential have been identified as key competencies for this role and will be measured as part of the selection process. They are not required to be addressed in the candidate's application form .							
İ	Leading forward		N/A					
	Improving services		N/A					
	Analysis and decision making		N/A					
	Making things happen		N/A					
	Communicating with impact		N/A					
	Collaboration		N/A					
	Developing self and others A copy of the Competency Framework can be accessed via the Co	21.15.5	N/A	 				
	A copy of the Competency Framework can be accessed via the Cowww.hullcc.gov.uk/jobs	JuilC	ıı s wel)311C —				

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The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation				How identified				
8.	Additional Requirements:							
	If there aren't any state 'none'		N/A					
			N/A					
			N/A					
9.	Disclosure of Criminal Record:							
	The successful candidate's appointment will be subject to the		N/A	DBS				
	Council obtaining a satisfactory Enhanced with childrens Barring List Disclosure	X		Disclosure				
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal	x	N/A	AF(after short				
	record.	^		listing)				
	If the postholder does not require a DBS disclosure the		N/A	AF(after				
	candidate is required to declare unspent convictions only.			short				
				listing)				