Key Responsibilities and Tasks:

1. Support the class teachers in photocopying and other tasks in order to support teaching.

2. Take responsibility, if requested, for displays and the compilation and presentation of

children’s work.

3. Carry out office tasks where directed and, where appropriate, on own initiative.

4. Playground supervision during the day and before and after school as required.

5. Support in the classroom and hearing readers.

6. Games and Sport: Supervision of children where appropriate.

7. Assist on school trips.

8. Swimming: assisting with the supervision of children to and from the pool.

9. Support the aims and ethos of the school.

10.Set a good example in terms of dress, punctuality and attendance.

11.At all times be professional and be aware of the need for pupil/parent/staff confidentiality.

SKILLS AND EXPERIENCE

Relevant interest in and possibly working with young children.

ESSENTIAL

1. A flexible, proactive approach to work.

2. Strong communication and interpersonal skills.

3. A good sense of humour.

4. The ability to work as part of a team and to be self-motivated and able to show initiative.

5. An understanding of the need to maintain security and confidentiality of information as

required.

6. The ability to work to deadlines, handle a diverse workload and work without direct

supervision.

DESIRABLE

1. Experience of working with children or young people.

2. The ability to assist with sport and games sessions.