

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Care Support worker	Grade: E (points 9-13)
Job Family: Organisational Support	
<p>Overall Purpose of Job:</p> <p>As a Care Support worker, you will be assigned to work alongside and assist a member of teaching staff, providing whole classroom supervision as needed, assisting the teacher and pupils to complete set work and uphold standards and behaviour in the classroom. You will work alongside the teacher, carrying out specific tasks in line with the needs of the teacher. It is important for you to be ICT literate and competent in using a variety of software packages and that you have recent experience of working with pupils in a school setting in key stages 1 or 2, with knowledge of the national curriculum and learning strategies.</p>	
<p>MAIN RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1. In liaison with the teacher, you will ensure whole classroom supervision of the pupils when the teacher needs to leave for a personal break, ensuring the pupils continue with their learning and responding to questions and assisting pupils to complete the set tasks. 2. In liaison with the teacher, you will support them to ensure the upkeep of the classroom, including changing the displays to match the topics which are being taught. 3. You will provide support to the teacher in carrying resources around the academy and between the academy and their vehicle as required. 4. In liaison with the teacher, you will help to prepare for the day's lessons by setting up books and equipment, ensuring that correct books and learning materials are on the appropriate tables ready for the teacher to commence teaching. 5. In liaison with the teacher, you will photocopy and prepare required materials in advance of lessons, ensuring they are trimmed to the correct size, placed in relevant folders/places enabling the teacher to refer to them during their teaching. 6. You will assist the teacher during lessons by encouraging pupil engagement, assisting with pupils who are struggling with tasks and providing additional observation of the pupils in the classroom by being appropriately positioned to assist the teacher and ensure any important information is clearly communicated to the teacher so the teacher can take the appropriate action. 7. You will work with and liaise with the Teaching Assistant(s) who may be supporting pupils within the classroom. 8. You will assist the teacher in guiding pupils around the academy, walking at the back of the line and ensuring positive pupil behaviours are maintained and communicating with the teacher so they are able to address inappropriate behaviour and safeguard the pupils. 9. You will support the teacher during break times, ensuring a clear view of the playground area, observing pupils and ensuring clear communication to the teacher of any information they have not been able to access and/or assist with so the teacher can make decisions on appropriate actions to take. 10. You will assist the teacher when dismissing the pupils at the end of the academy day, helping the teacher identify any parents/carers that are less accessible from the classroom to enable the teacher to ensure pupil safety. <p>General</p> <ol style="list-style-type: none"> 11. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay. 12. You will participate in training and other learning activities and performance development as required. 	

13. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
14. You will ensure strict confidentiality in all areas of work.
15. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
16. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
17. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
18. You will always comply with the Trust's policies and procedures.
19. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- GCSE Grade C/4 or above, or equivalent, in English and Maths (C)
- NVQ Level 3 childcare qualification and/or equivalent practical work experience (A/I/C)
- Recent experience of working with children in a school setting in key stage 1 or 2 (A/I/R)
- Experience of pupils with both learning and behaviour problems limiting their academic progress (A/I/R)
- Knowledge of the national curriculum and learning strategies (A/I/R)
- Good communication and interpersonal skills (A/I/R)
- Strong organisational skills (A/I/R)
- Good knowledge of English grammar (A/I/R)
- Good ICT skills and competency (A/I/R)
- Ability to maintain confidentiality at all times (A/I/R)
- Understanding of what safeguards are necessary to ensure the safety of pupils (A/I/R)
- Willingness to participate fully in the life of the academy (A/I)
- Ability to work independently, with good awareness of when to take initiative and when to check and confirm actions (A/I)
- Ability to be well organised and accurate in all aspects of the role with the ability to prioritise (A/I)
- Ability to form strong and effective working relationships with colleagues (A/I)
- Excellent time management (A/I/R)

Desirable

- Teaching Assistant training course or equivalent (C)
- Involved with planning and delivery of curriculum and planned interventions to comply with needs as outlined in provision mapping and personal targets (A/I/R)
- Experience working with SEN pupils and dealing with relevant paperwork (A/I/R)
- Training in delivery of specific learning programmes and/or knowledge of behaviour strategies such as positive solutions (A/I/R/C)
- Evidence of specialist training in areas of SEN or willingness to be trained (A/I/C)
- Understanding of child development and personal needs (A/I/R)
- Understanding of individual learning styles (A/I/R)
- Knowledge of strategies which promote good behaviour and discipline (A/I/R)
- Ability to respond to incidents as and when they arise (A/I/R)
- Ability to adapt to changing situations (A/I/R)
- Basic knowledge of child protection legislation, procedures and staff responsibilities (A/I/R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

BEHAVIOURS

- Proactive
- Organised
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy
- Adaptable

CONTACTS AND RELATIONSHIPS:

Managers - in daily contact with Principal/Head of Academy/Senior leaders within the academy

Support Staff – in daily contact with support staff who are involved in classroom support, administration, site supervision, cleaning, catering and health and safety.

Trust Staff – in occasional contact with wider Education team (e.g., Directors of Learning, Subject Directors, Executive Leaders)

External – in daily contact with parents/carers, as required

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.