



NORTH SOMERSET COUNCIL

General Assistant JOB SPECIFICATION

JOB TITLE: General Assistant
GRADE: JG3
SCHOOL: Ravenswood School

1. JOB PURPOSE

- (a) Working within a framework set by the classroom teacher(s) to provide support for the social and personal needs of pupils, which ensures that they have a safe and healthy environment in which to learn and develop.
- (b) To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

- (a) Support for pupil(s)
 - (i) *Establish and maintain effective relationships with pupils*
Work with specified groups of (or individual) pupils to achieve an understanding of and respect for their personal and collective needs.
 - (ii) *Provide care and support for the pupils*
Promote pupil well-being by encouraging them to develop good relationships with others, develop their self-reliance and self-esteem, help them to adjust to new settings and to practise good standards of health and hygiene.

Apply simple first aid and administer controlled drugs, where authorised to do so, and attending to their personal needs as necessary.
- (b) Support for teacher(s)
 - (i) *Assist in preparing and maintaining the learning environment.*
Work under the direction of the classroom teacher to ensure that all learning resources and materials are available and ready for use when needed. This involves the preparation, setting out and clearing away of teaching aids,

during and between lessons, as well as the preparation of display materials involving photocopying or reprographics.

This responsibility includes the storage of educational resources including books, the filing and sorting of pupils' work and the laundering of tea towels etc.

(ii) *Provide support for the use of ICT in the classroom*

Making sure that ICT equipment is available and ready to use when required, by liaison with appropriate technical staff where necessary, and helping the teacher and/or pupil(s) in the practical application of programmes and equipment to ensure that it is used safely and effectively.

(iii) *Maintain classroom records*

Assist the classroom teacher by maintain agreed written records of all school materials and equipment used in support of the pupils' learning and development, including responsibility for stock control and maintaining an audit of expendable materials.

(c) Support for the school

(i) *Develop and maintain working relationships with other professionals*

Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner

Take an active role in supporting and developing a culture of team working for the benefit of pupils, both individually and collectively.

Participate in appropriate staff meetings and contribute to the development of policies and procedures related to classroom management.

(ii) *Contribute to the management of pupil behaviour and security*

Contribute to the maintenance of school policies which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection/safeguarding issues and policies.

Undertake playground and lunchtime supervision duties as required and assist the classroom teacher in ensuring that at the end of the school day all pupils are placed in the care of their parents, or other authorised adults. Take responsibility or be responsible for reporting situations which potentially pose a danger to any pupil or member of staff in the school.

(iii) *Participate in collective school activities*

As requested by the Headteacher, supervise pupils during assembly, fund raising events, school outings and other extra curricular activities undertaken during the normal school day.

(iv) *Review and develop own professional practice*

Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.

3. QUALIFICATIONS AND EXPERIENCE:

- (a) A good standard of general education.
- (b) Previous experience of working with children preferably in an educational setting
- (c) Good interpersonal skills with both adults and children
- (d) Some knowledge of basic ICT applications

4. SUPERVISORY RESPONSIBILITY:

- (a) The post holder does not have supervisory responsibilities for other staff.
- (b) Some temporary support may be required for student staff or parent helpers.
- (c) There are no budgetary responsibilities attached to this post.

5. SUPERVISION RECEIVED:

Overall supervision is received from the classroom teacher(s).

6. CONTACTS:

- (a) Staff and pupils within the school, including student placements and parent helpers.
- (b) Parents, under the direction of the head teacher or classroom teacher.

7. SPECIAL NOTES OR CONDITIONS:

The post holder is subject to the provisions of all child protection legislation, and the Authority's policies governing staff who work with children and vulnerable adults. All post holders will have an enhanced DBS check.