



TITLE OF JOB	:	LIFE SKILLS LEADER, FOR BEHAVIOUR FOR LEARNING, TEACHING ASSISTANT
LOCATION	:	WOOLENWICK JUNIOR SCHOOL
GRADE	:	HB
DURATION	:	6 HOURS A WEEK (APPROX.) FIXED TERM, WITH REVIEW
START	:	IMMEDIATE START OR SEPTEMBER 2019

1. JOB OUTLINE

1 a) REASON JOB EXISTS

To enrich pupils' opportunities in the curriculum.

To provide support to teachers in the management of pupils' learning.

To develop pupils' life skill experiences across the school.

1 b) DUTIES

The jobholder should have the ability to:

- ◆ Work flexibly and use their initiative to suggest ideas that are appropriate to developing pupils' life skills;
- ◆ Work in partnership with the teacher and HLTA for Behaviour for Learning to enrich the curriculum as and where necessary;
- ◆ Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters;
- ◆ Prepare classrooms and clear afterwards and assist with the display of pupils' work;
- ◆ Provide clerical/admin support, e.g. photocopying, typing, filing, handling money, record keeping;
- ◆ Assist with the planning and delivery of learning activities;
- ◆ Accompany teachers and pupils, or lead if appropriate, on out-of-school activities and take responsibility for a group, under the direction of a nominated adult;
- ◆ Administer routine assessments;
- ◆ Liaise with parents and carers, under the direction of a teacher.

1 c) EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

1 e) CRIMINAL RECORDS BUREAU

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to any cautions, convictions or bind overs may be sought. If you are invited to an interview you will receive more information.

1 f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in appraisal and development, as required by the school's policies and practice.

NOTE:

The duties and responsibilities listed above describe the post as it is at present. This role will evolve overtime along with when the role will be delivered. The post holder is expected to accept any alterations that may be necessary.

2. LINE MANAGEMENT

The appointed candidate will be line managed by the HLTA for Behaviour for Learning, who is line managed by the SENCO.

3. SUPERVISION

The jobholder is managed by the Behaviour for Learning HLTA. The frequency of supervision meetings to support the role and hold the appointed candidate to account will be determined upon appointment.

No supervision of staff.

4. JOB CONTEXT

This is a new role as a result of a curriculum review.

5. CONTACTS

The jobholder works with teachers and pupils and has occasional contact with parents and carers.

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- ◆ Experience of working with or caring for children of the relevant age
- ◆ Good Maths and English skills
- ◆ Basic knowledge of first aid
- ◆ Food hygiene
- ◆ Ability to use technology
- ◆ Ability to work in a team

7. PHYSICAL EFFORT

To what extent does the job involve physical effort/strain over and above what would normally be incurred in a day-to-day office environment?

The job may involve lifting/supporting children if they fall over or have an accident.

This job is subject to review at any time.