

Supply Cover Support Worker

Flexible hours and days according to requirements

For all roles

1. Responsible to

Loretto Junior School Head & Deputy Head

2. Hours of Work

Flexible hours and days according to requirements

Work may be as a teacher, a classroom assistant or a support worker

3. Budgetary Responsibilities

None

4. Line Management Responsibilities

None

5. Health and Safety Responsibilities

All employees will ensure that they;

- Take care of their own safety and that of others.
- Report if any equipment or buildings are damaged.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.

6. Key Working Relationships

- Children
- Parents / Carers
- Other staff at Loretto Junior School

7. Other Duties

To undertake additional duties as required throughout the School, commensurate with the level of the job and the type of cover that is required.

Extract from a typical Support Worker Job Description

Key Purpose of Job

- To support the Lead Classroom Teacher in the Pre-School during term time.
- To provide a caring, secure environment, through individual attention and group activities.
- To implement the Curriculum for Excellence under the guidance of the Lead Classroom Teachers within the Pre-School.
- To support Loretto's Pre-School Twilight Sessions for children between the ages of 3-5.
- To support Loretto's After School Club provision for children in between the ages of 5-8.
- To support Loretto's Holiday Club provision for children between the ages of 3-12.

Key Duties

- To ensure the provision of a high-quality environment to meet the needs of individual children.
- To ensure personal plans are created for each child and kept up to date.
- To ensure learning journals are utilised during the Pre-School Day, Twilight and Holiday Club sessions.
- To engage in planning as required in line with the Curriculum for Excellence.
- To supervise and educate through play the children, covering all areas of the children's development.
- To encourage and inspire the children where appropriate.
- To liaise with and support class teachers, parents and carers.
- To develop and maintain good relationships and communication with parents / carers to facilitate day-to-day caring needs of the children.
- To support all staff and engage in a good staff team.
- To ensure all children are signed in and out.
- To ensure the agreed parent/carer, known to the Pre-School collects all children.
- To record accidents in the accident book and ensure that parents sign accident forms.
- To undertake certain domestic jobs within ASC, the Holiday Club and Pre-School e.g. preparation of snack, cleaning of equipment.
- To ensure knowledge of all Pre-School and relevant School policies and procedures and ensure these are adhered to.
- To ensure knowledge of up-to-date guidelines and legislations are followed.
- To undertake food hygiene training.
- To ensure good hygiene and cleanliness are maintained at all times.
- To participate in training programmes and staff meetings.
- To participate in Pre-School, ASC and Holiday Club self-evaluation.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - Registered at support worker level or equivalent 	Current first aid qualification
Experience	<ul style="list-style-type: none"> - Experience of working with individuals, small groups and whole classes to support their learning 	
Knowledge and understanding	<ul style="list-style-type: none"> - A keen interest in child development - An understanding of the needs of parents with young children and an ability to relate to them - The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, Additional Support Needs and Child Protection; - The use of ICT to effectively support learning and teaching at school 	A knowledge and understanding of the use of a range of media – including iPads - to support children’s progress.
Skills	<p>Ability to:</p> <ul style="list-style-type: none"> - Develop good personal relationships within the team; - Establish and develop effective relationships with parents and the community; - Communicate effectively (both orally and in writing) to parents and children; - Deal with conflict in an appropriate manner; - Be reflective and learn from past experiences; - Show resilience and an ability to work under pressure; - Promote the School’s aims positively; - Demonstrate competent IT skills - Display ability and commitment to undertake initial training and subsequent staff development 	
Personal characteristics	<ul style="list-style-type: none"> - Committed and enthusiastic - Organised and creative - Flexible and friendly - Patient and resourceful - Determined but with a sense of humour 	