

Job Description		 GEORGE WATSON'S — COLLEGE —
Job Title:	Junior School Assistant	
Department:	Junior School	
Business Unit	Junior School	
Line Manager:	Principal Teachers: Junior School	
Job Purpose:		
To support teaching staff and pupils in order to achieve high quality standards of learning and teaching whilst delivering the overall aims and objectives of the school. To provide a nurturing environment that recognises and responds to the needs of each child as a unique individual.		
Main Responsibilities:		
1	Pupil and Staff Learning and Teaching Support To work as a member of the Junior School Assistant team and contribute to the efficient smooth running of the Lower and Upper Primary. To respect and observe children’s rights, taking every opportunity to positively extend children’s thinking and actions. To demonstrate Rights Respecting Relationships when guiding children’s behaviour according to organisational policy and procedure. To play a part in the constant desire to keep George Watson's College in the forefront of modern education. To support the work of pupils as directed by members of teaching staff To prepare resources. To display pupils’ work. To ensure the smooth running of communal activity areas e.g.: developing educational and purposeful play opportunities. To maintain high standards of presentation and hygiene in communal areas. To be responsible for groups of children on organised outings and within the school grounds. To carry out any other reasonable duties as directed by members of the Leadership Team. To maintain positive relationships with colleagues and parents, ensuring respect	40%

	for all. To demonstrate initiative and look for ways to assist colleagues.	
2	Pupil Wellbeing To interact with children frequently and respectfully in a calm, caring and courteous manner, using restorative and rights respecting language. To be available to respond to children's needs, questions and requests. To promote positive self-awareness and self-esteem by supporting individuality and independence, and the ability to make choices. To respond to children's individual development levels, physical and emotional needs and current interests. To respond to parent's comments and concerns with sensitivity, interest and respect. To maintain confidentiality at all times and ensure communication of all information to relevant member of staff.	35%
3	Supervision of Pupil Break and Lunch Times To supervise and interact daily with children outdoors for extended periods in varied weather conditions. To work with the children in indoor and outdoor areas of the School, maintaining good order and discipline and being aware of safety and health factors at all times. To ensure the safety of pupils through dynamic and static risk assessments and ensuring that areas are secure. To provide First Aid as required and assist with the care of individual pupils as required. To develop a calm and effective ethos in the dining area. To play a key role in the planning and evaluation of break time activities. To work with children in groups, encouraging cooperation and communication. To liaise with appropriate staff on matters of behaviour during break times.	20%
4	Administrative and Operational To participate positively in team meetings, reviews, PRD process and training as required. To assist with the ordering, distribution, storage and maintenance of materials and resources. To attend meetings and school functions as appropriate and to contribute positively and effectively to the life and welfare of pupils, colleagues, the Junior School and George Watson's College.	5%

	To cover other members of staff as directed by Line Manager To maintain areas of campus security as directed by Line Manager.	
Key Contacts and Working Relationships:		
• Liaising with internal colleagues from across the organisation, but particularly class teachers, up to the most senior level to support a variety of services. • Parents dropping off or picking up pupils. • Principal Teachers as Line Managers		
Planning and Organising:		
The majority of the Junior School Assistant's duties are planned beforehand by a class teacher. It is important that there is communication and preparation for almost all activities, but with flexibility should activities need to change in a reactive manner. The Junior School Assistant will be required to plan parts of their own daily and weekly workload, depending on the tasks that have been set. They will need to take into account the need to complete more proactive tasks whilst providing their service to pupils and teachers, and the various resources required to ensure the smooth operation of communal areas and classrooms (e.g. stationery needs). The Junior School Assistant will contribute to the overall resourcing of materials for their department, to ensure that items are plentiful in supply. The Junior School Assistant will be able to manage time efficiently.		
Problem Solving and Decision Making:		
Dealing with pupils and requests from class teachers for the resourcing of lessons will require the Junior School Assistant to make quick, well-informed decisions, along with an understanding of when and from where to seek further advice. The Junior School Assistant will be required to solve day-to-day problems independently, seeking advice from the Principal Teacher of their department for more challenging situations and enquiries. Occasionally, the Junior School Assistant will encounter challenging behaviour (e.g. upset, angry or impatient); they require the ability to deal with the situation calmly and to escalate any such situation immediately to a class teacher or member of the leadership team.		
Resources and Requirements:		
Part of a Junior School Assistant team. Responsible for ensuring that all necessary resources are in place to help maintain a well-resourced department for learning and teaching.		

To maintain mental and physical alertness and appropriate levels of energy to perform essential job requirements.

No line management or budgetary responsibility.

Knowledge, Skills and Experience:

Essential:

- Excellent team working ability
- Good oral and written communication skills
- Ability to use computers
- Should possess an SVQ level 3 qualification in Childcare Learning and Development (or an equivalent vocational qualification) or be able to demonstrate an equivalent level of competency gained through previous work experience in a similar or related role
- An excellent working knowledge of Curriculum for Excellence and its three pillars of Literacy, Numeracy and Health and Wellbeing
- Sound knowledge of Child Protection procedures
- Initiative
- Resilience
- Flexibility and adaptability to work with different age ranges across the School
- To continue professional growth by attending courses, asking for feedback and reading professional literature

Desirable:

- Previous demonstrable experience of working with children, ideally within an educational environment preferably a Junior School.
- Creative and imaginative ability.
- A specialist knowledge, skill or interest (to be used for the education, enjoyment, learning and furtherance of child development e.g. sports coaching, a foreign language, design etc.)