



George Heriot's School

Founded 1628

Job Description

Job Title: Junior School Support Assistant
Responsible to: Head of Junior School
Hours: Part-Time; Fixed Term; Term Time Only

Summary:

The Junior School Support Assistant is responsible for providing ancillary support in the Heriot's Junior School – both within the classroom and for wider activities involving Junior School pupils.

Key Duties and Responsibilities:

Classroom Assistance

- Work alongside and under the direction of the Class Teachers to provide assistance in all classroom activities – e.g.: group work, demonstrations, project work, displays etc.
- Assist with the preparation and organisation of teaching and other resources
- Assist with administrative procedures

Supervision

- Provide supervision in the playground during break times.
- Supervise children in the classrooms and the refectory during lunch time

General

- Assist in providing a caring and safe environment for the children at all times
- Act as a role model for pupils and help to promote the Heriot's aims and ethos throughout the Junior School

Skills and Attributes Required:

- SSSC Registered/ Eligible for Registration
- Possesses a genuine interest and talent in working with children
- Can demonstrate good use of initiative in a range of contexts
- Excellent communication skills with the ability to work effectively with staff and children of all levels.
- Good organisational and time management skills
- Enthusiasm, resilience and warmth

Additional Information

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463