



JOB/APPLICANT SPECIFICATION
Children's Activity Support at Flexi-School Dyslexia

The successful applicant will be responsible for all aspects of pupil care within Flexi-School Dyslexia (FSD). They will be aware of any medical issues that pupils may have and respond appropriately to any medical emergencies. The applicant will be trained in paediatric First Aid (provided) and will use their skills should an incident arise. The applicant will supervise break and lunch times, providing & supervising pupil activities when required and adhering to FSD Covid-19 policies for keeping sanitisation to high standards. They will also help teaching staff when required with tasks such as photocopying & laminating in order to keep lessons running smoothly. The applicant will also be required for taking photographs particular classes and of pupils enjoying break times to post onto our parent communication App – ClassDojo. Finally the applicant will be expected to assist with moving equipment and furniture as & when required for pupil and company requirements & for keeping the kitchen area clean & tidy. We rent the Pavilion, so we have to pack equipment away at the end of the working day so that it can be used in the evenings.

Days/Hours of Work – 10.00am-4.00pm

**for contracted part-time employees for 4 days per week
as specified in the Contract of Employment**

Staff are expected to adhere to starting times promptly and be ready to plan for break & lunch times, taking on board any issues that pupils may be presenting and ensuring that everything is in place for a smooth transition from class to break & back again.

Staff may be required to stay slightly longer than the finishing time on some occasions where necessity requires for the days tasks to be completed/where an unusual issue arises. This will happen rarely, but should be accommodated wherever possible.

Maintenance of pupil progress on Class Dojo

Staff will be required to contribute to and maintain pupil progress via an online communication resource (ClassDojo or similar) for parents & teachers of mainstream schools during each working day. This will be to show how pupils are enjoying their time at FSD and how they are working in lessons. Training will be provided for use of IT and how to post pictures & videos and write comments appropriately.

Children's Activity Support should not correspond with parents privately via ClassDojo or by any other means. Any queries from parents should be directed to the Lead Teacher (Narinda) or Business Manager (Matt) who will liaise with the appropriate members of staff & provide relevant feedback to the parent concerned. This ensures full and open discussion about pupil needs. However, any minor medical issues that may have occurred during the school day can be reported to parents via the messaging facility on ClassDojo, and must always be written into the Accident Book.

Support for pupils during their time at FSD

Activity Support Staff will be expected to:

1. Ensure the public areas that pupils access at break/lunch times are free from hazards & are completely safe through a safety check/walk, as the surrounding areas are open to the public.
2. Organise equipment & be prepared for break & lunch times **by 10.30am**, (as considerable preparation may be required, particularly for wet breaks. Wet break is ONLY allowed if the weather is raining, windy and very cold, otherwise pupils should go outside as they bring wellies & coats).
3. Encourage independence, teaching & guiding pupils in tasks like doing up laces, putting on coats etc. instead of taking over & doing it for them. We run a reward/consequence system to encourage the art of remembering to pick their own things up which you will be trained in.
4. Provide encouragement, metacognition and self-esteem enhancement throughout all activities, praising & rewarding when appropriate. Rewards could be given for joining in, mastering that tree climb, being kind to new pupils etc. You may give rewards, which are gold coins, exchanged for sweets at the end of Term. You may also take these away for any pupil who does not maintain a high standard of behaviour.
5. Above all - be patient & have fun, whilst maintaining a high level of professionalism at all times. You are not their friend; you are their responsible adult, but you can be friendly and fun at the same time.
6. Post session, Activity Support should ensure that the teaching areas are cleared, as directed by the Business Manager, and the kitchen areas are left clean & tidy, with dishwasher loaded and turned on. All teaching areas, door handles etc. should also be sanitised according to Covid-19 policy. Desks, pencil cases & reward boxes need to be set in the correct classrooms for the following day, OR left in the Small Room to be put out easily the following morning.

Review and development of own professional practice

Activity Support Staff will be expected to:

- Undertake Training Days in the 'Algar's Approach'© in the first week of the academic year. This training will be provided by Narinda Algar, Founder of FSD & Specialist Dyslexia Teacher and, on occasion, other professionals.
- Read the training literature provided, including the Staff Handbook and ensure full understanding and up to date knowledge of all the following SEN/issues/needs and how this may present in our pupils:
 - Dyslexia
 - Dyspraxia
 - Dyscalculia
 - Visual Stress
 - Speech and Language difficulties
 - Auditory Processing Disorder
 - Attention Deficit Disorder
 - Attention Deficit (Hyperactivity) Disorder
 - Working Memory difficulties
 - Processing issues
 - Executive Functioning issues
 - Sensory Processing issues

Contribution to the management of pupil behaviour

Pupils will often use avoidance techniques such as chatting, asking for help, saying 'I can't do it,' undertaking tasks too quickly/slowly, making jokes, dropping things, going to the toilet etc. to avoid undertaking tasks that they find difficult. The 'Algars Approach' endeavours to lead pupils into independence so that all pupils experience **success** rather than failure. Each incident should be treated with **patience, encouragement, support & above all humour at all times**, and sometimes tasks should be abandoned altogether if the student is not ready for them, and responds negatively. However, we ask that pupils are taught to independently put on shoes, coats etc. and taught to cross roads safely (supervised of course) in an independent fashion.

Pupils are expected to work & play collaboratively **together**, either within their 'bubbles' whilst Covid-19 restrictions apply, or within their whole session groups. There should be **no** girl/boy groups or exclusion of any child whilst playing. If this occurs, the children involved should be addressed **immediately** to discuss how this makes others potentially feel and that we work as a Team at FSD at all times. Football should not be played at FSD as this is often played outside and can lead to pupils feeling excluded if they are not good or interested in this particular sport.

Break-time activities can take place either in the FSD field, or in the playground over the road. If in the field pupils are encouraged to climb trees, make camps and have fun with nature. They should be left to do this as much as possible with Supervisors observing at a distance. If in the playground, pupils can be left to their own devices and again, observed from a distance. All pupils should be encouraged to play with each other, pupils with SEN often look to adults as a safety net, but we want FSD to be a place where they feel safe to play with peers.

Should a negative behaviour be consistent & continuous; hampering the enjoyment of the individual & others attending Flexi-School then the provision will be removed by the Lead Teacher (Narinda Algar) for the pupil until such time they wish to respond in a positive way. **FSD ONLY accepts pupils who want to learn & play together. Any** difficulties with pupils should be reported to the Lead Teacher or Business Manager at the end of a session, no matter how small, so that they are kept informed and can then document difficulties to parents should this course of action be required.

Day to Day Responsibilities

10.00-10.30am

- Get a briefing from Lucy/Matt about any pupil issues that you may need to be aware of.
- Recce the field areas/park where pupils play to check & clear any hazards/litter.
- Decide with the other Pastoral Supervisors where you will take your groups for break time duty (if restricted by Covid-19, different classes should be placed in different parts of the field/playground). If it is wet, cold & windy, prepare some activities for wet break time.

10.30-10.45

Join your class to take photos/post to ClassDojo.

10.50-11.10am

Morning break & supervising pupils back into classrooms.

11.10am-11.45am

Assist teachers/take photos & post to ClassDojo in your 'bubble'.

11.45-midday

Tidy away any resources from the session that are no longer needed, whilst the lesson is still going on &/or take more photos for ClassDojo.

Midday-12.30pm

Ensure that pupil's follow TSPM Rule in order to collect their belongings then sanitise hands as they leave FSD. Supervise pupils who stay for lunch (outside on mats if weather permits, if not, sit pupils at large desks, which need to be fully sanitised before and after eating).

12.30pm-1pm

Staff Break – you may go off-site outside in the Parks or in your cars, or use the 'sick room (as long as we don't have any poorly pupils!)

1.00pm-1.50pm

Assist teachers/take photos & post to ClassDojo in your 'bubble', tidy cupboard/upstairs resource areas or prepare resources if requested by teachers.

1.50pm-2.10pm

Afternoon break & supervising pupils back into classrooms.

2.10pm- 2.45pm

Assist teachers/take photos & post to ClassDojo in your 'bubble'.

3.00pm-3.10pm

Ensure that pupil's follow TSPM Rule in order to collect their belongings then sanitise hands as they leave FSD.

3.10pm- 3.30pm

Tidy away any resources from the session that are no longer needed and sanitise desks.

3.30pm-4.00pm

Clear away classroom equipment/furniture as required and re-set for the following day.

Children's Activity Support Supervisors should attend to any personal affairs during the day in BREAK TIMES ONLY). They should not access mobile phones at any other time (unless in the case of an emergency).

Support of pupil safety

- Demonstrate awareness of any health issues pupils have (a list will be available in the medical kit, accident book).
- Have full knowledge of Health and Safety policy, and requirements of H&S at FSD, particularly in the light of recent Covid19 requirements.
- Respond to minor health problems, for example pupils who need an asthma pump, cuts and bruises, stings etc.
- Report any illness to team and/or parent & Lucy, Office Manager.
- Write ANY accident/issue (even minor) in the FSD Accident book in the medical kit.
- Report any concerns involving safeguarding of children to Matt Algar.
- Report any first aid issues to the First Aid trained Support Staff.

Liaison with other team members and parents in a professional manner

- Interact appropriately and professionally with the team, colleagues, visiting professionals and parents/carers ensuring that any issues or misunderstandings are communicated and dealt with quickly and sensitively, reporting to the Business Manager or Lead Teacher post event.
- Contribute effectively to improving working practise within the team.
- Refer matters beyond role responsibility to other professionals in the team.
- Care for children in ways that have regard for their specific needs, complying with parents' wishes.
- Reassure parents who express concerns about their children.
- Ensure that parents' requests to see a teacher/receive a report are dealt with promptly.
- Pass on ANY concerns about pupils to Lead Teacher or Business Manager.
- Pass on any concerns about pupil's mainstream schools or any concerns parents may have about pupils' mainstream schools to the Business Manager.

I have read, understood and agree to adhere to the responsibilities and requirements set out in this document within the role of Children's Activity Support Supervisor at Flexi-School Dyslexia, and can confirm that there is no reason whatsoever, including criminal activities either past or present, as to why I should not hold this position.

Signed _____ (Staff member)

Signed _____ (Office Manager FSD)

Signed _____ (Founder/Lead Teacher)

PERSON SPECIFICATION & REMUNERATION PACKAGE

Preferred Qualifications

- English and Maths GCSE or equivalent (however enthusiasm and reliability will be valued over qualifications, so please do apply even if you do not hold these qualifications)

Preferred Experience/Knowledge

- Experience of working with children OR experience of dyslexic/neurodiverse children.
- Experience of working in the service industry.
- An understanding of dyslexia and how it can affect learning, self-esteem & behaviour.
- Knowledge and understanding of health and safety, safeguarding & equality issues.

Desirable Skills and abilities

- Above all – **reliability, patience & professionalism**
- Ability to work professionally as part of a team
- Able to communicate effectively with a range of people
- Excellent listening skills & initiative
- Well organised and practical
- Adaptable and flexible
- Calm under pressure
- Able to form and maintain appropriate professional relationships and boundaries with children, parents and other members of staff
- Able to deal with sensitive information in a confidential & professional manner

Additional Factors

- All positions are subject to a satisfactory probationary period (two terms)
- All staff are subject to FSD obtaining a current Enhanced (DBS) Disclosure and Barring Service Check (provided & paid for by Flexi-SchoolDyslexia)
- Staff should endeavour to check our Facebook/Instagram page regularly, and contribute to it if appropriate.

Remuneration

This position is paid at the minimum wage for one year, which is reviewed annually. Any increases thereafter will be performance-based.

This makes the starting wage (at the time of writing), £8,125.92 for ages 23 & over, £7,624.32 for 21-22yr olds & £5,982.72 for ages 18-21yrs.

Pay is made monthly via BACS (calculated over 38 weeks of work). Employees may supplement this salary by working summer school (when offered) at FSD or taking up additional employment elsewhere during the long Summer holidays. Employees will gain all the benefits that are usually afforded to a contracted employee under the usual Government Guidelines.

Our **website**

www.flexi-schooldyslexia.co.uk

Our **Facebook** Page

'Flexi-School Dyslexia'

Narinda's contact details

narinda@algarsacademy.co.uk

(Founder & Lead Teacher)

07846 107386

Matt's contact details

matt@algarsacademy.co.uk

(Business Manager)

07855 474726

Lucy's contact details

lucy@algarsacademy.co.uk

(Office Manager)

07801 980032