



Main Responsibilities

Support for the Children

- Support the Teacher to prepare the classroom for lessons.
- Support pupils to understand instructions.
- Gather, report information from/to parents/carers.
- Undertake pupil record keeping.
- Support the Teacher in managing pupil behaviour.
- Lead small group sessions and SEN interventions with individuals and groups.

Support for the Organisation

- Contribute to the overall work and ethos of the organisation.
- Establish constructive relationships and communicate with other agencies and professionals, in liaison with staff, to support the achievement and progress of young people.
- Improve own practice through training, observation, evaluation and discussion with colleagues.

Person Specification:

- GCSE, or equivalent, (ideally grade A-C) in English & Maths.
- Literacy and Numeracy skills to access the Classroom Support Diploma.
- Some work experience or evidence of interest in working with children aged 3 to 11.
- Working with, volunteering or caring for children aged 3 to 11.
- ICT skills to operate a computer and other basic technology such as photocopiers etc.
- Communication skills to exchange information to a range of audiences including pupils, teachers, other school colleagues and parents/carers.
- Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and our own position within these.

To apply for this vacancy please complete the attached application form, available to download from the downloads section below, paying particular attention to Section 4 of the form, to indicate how you satisfy the criteria set out in the Person Specification. You will also be required to complete and return a Self-Disclosure form with your application. CV's will not be accepted. Applications should be submitted via email to Natalie Jones N.Jones@barnehurstfederation.co.uk by 12pm, 19th April 2021.

The Federation of Barnehurst Schools is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory Disclosure and Barring check and other employment checks. The

Federation of Barnehurst Schools is committed to equality and diversity in employment practice and service delivery. References will be requested for those shortlisted ONLY and prior to interview.

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.