



St Thomas' Catholic Primary School

Extended School Assistant

Post Holder:				
<p><i>The description of the duties, responsibilities and accountabilities for the post of Extended School Assistant at St Thomas' Catholic Primary School</i></p>				
Responsibility Areas	<ul style="list-style-type: none"> To assist the Breakfast/After School Club leader in supervising children attending Breakfast Club, providing appropriate activities, encouraging co-operation, securing their safety, monitoring well-being and ensuring good behavior. 			
Main Duties & Responsibilities	<p>Work within the Catholic Ethos and the teachings of Christ.</p>			
	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Support for Pupils</td> <td> <ul style="list-style-type: none"> Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate. Help organise play and art activities, reading and homework support. Establish good relationships with children; interact positively with children, encouraging co-operation and mutual support; monitor children's well-being and readiness for class; provide help and support to children. Encourage good behavior by using praise and reward and taking action with poor behavior in line with school policy. Ensure health and safety of children. Take pride in providing enjoyable meal time and other activities for children. Build up warm and positive relationships with pupils. Goes out of their way to be helpful to pupils. Anticipates pupils needs & makes suggestions to support them. Speak clearly and listens carefully to pupils, using questions to check understanding. Remain tactful when talking to pupils </td> </tr> <tr> <td>Support for the School</td> <td> <ul style="list-style-type: none"> Administer any necessary first aid, record all injuries in the accident book, & ensure children understand action required in case of fire. Assist in preparing the Breakfast/After School Club facilities and activities to ensure the quality standards agreed are met. Recognise that the quality of the Breakfast/After School Club has an impact on learning and on pupils' attitude to school. Attend regular meetings and training and performance development as required. Acknowledge all colleagues in a friendly and helpful way. Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. Be aware of and support difference and ensure all pupils have access to opportunities to learn & develop. </td> </tr> </table>	Support for Pupils	<ul style="list-style-type: none"> Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate. Help organise play and art activities, reading and homework support. Establish good relationships with children; interact positively with children, encouraging co-operation and mutual support; monitor children's well-being and readiness for class; provide help and support to children. Encourage good behavior by using praise and reward and taking action with poor behavior in line with school policy. Ensure health and safety of children. Take pride in providing enjoyable meal time and other activities for children. Build up warm and positive relationships with pupils. Goes out of their way to be helpful to pupils. Anticipates pupils needs & makes suggestions to support them. Speak clearly and listens carefully to pupils, using questions to check understanding. Remain tactful when talking to pupils 	Support for the School
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		<p>Demonstrate an understanding of and a commitment to the KCSP Equal Opportunities policies.</p> <ul style="list-style-type: none"> • Be responsible for your own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with SLT, follow established systems of work, use protective equipment where necessary and report defectives and hazards to SLT.
	General Requirements	<ul style="list-style-type: none"> • Take part in the school's performance management system. • Enhanced DBS check. • Strong commitment to further equalities in both service delivery and employment practice. • You must promote and safeguard the welfare of children.
Accountable to		Academy Principal
Salary range		KR4
Signed		Date:

St. Thomas' Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment



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SEN & Pastoral Teaching Assistant Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • First Aid Qualification
Experience	<ul style="list-style-type: none"> • Working with or caring for pupils of primary school age. 	<ul style="list-style-type: none"> •
Knowledge and Understanding	<ul style="list-style-type: none"> • Understanding of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. • Basic understanding of child development and learning. • Basic food hygiene. • Appropriate knowledge of first aid. • Basis health and safety. 	<ul style="list-style-type: none"> •
Skills	<ul style="list-style-type: none"> • Reliable, responsible & professional • Confidence in dealing with young people, maintaining discipline, motivation and ensuring well-being of children including acting of bullying. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to maintain confidentiality at all times. • Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these. • Display commitment to the protection to the safeguarding of children and young people. 	<ul style="list-style-type: none"> • Sense of humour