

## Job Description Hollywell Primary School



<b>1. Title of Post:</b>	Care Worker (fixed term – 10 hours a week) Fixed Term contract 9.11.2020 – 31.08.2021 initially
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<b>2. Accountable and Responsible to:</b>	Headteacher
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<b>3. Scale</b>	2 (points 4-5) Term Time Only: <b>Pro-rata salary</b> £4,194 - £4,278
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<b>4. Main Purpose of the Job:</b>	
1.	To support in the care and education of pupils between the ages of 4-11

<b>5. Main Responsibilities of the Job:</b>	
1.	Work 1:1 to support a child with physical needs under the direction of the class teacher
2.	Support pupils' learning activities.
3.	Promote positive behaviour.
4.	Help to keep pupils safe.
5.	Use ICT to support pupils' learning.
6.	Prepare and maintain the learning environment.
7.	Develop and promote positive relationships.
8.	To promote the inclusion and acceptance of all pupils within the classroom.
9	Develop and maintain working relationships with colleagues.
11	Reflect and develop on your own practice.
13	Support with medical and hygiene issues for specified children
14	Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
15	Dealing with any immediate problems or emergencies according to the schools' policies and procedures.
16	Following school policies especially those relating to child protection and health and safety.

17	Respecting confidential issues linked to home/students/teacher/schoolwork and to keep confidences as appropriate.
18	Support the role of parents in pupils' learning and, if required, contribute to meetings with parents, provide constructive feedback on pupil progress, achievement, and behaviour, maintaining sensitivity and confidentiality at all times
19	To undertake break and lunchtime duties as directed.
20	Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
21	Provide support and assistant for children's pastoral needs

	<b>Essential/ Desirable</b>
<b>Qualification Criteria</b>	
Five A*-C passes at GCSE (or equivalent) including English and Maths	D
<b>Experience</b>	
Experience of working with young people or adults in a paid/voluntary capacity	E
Previous experience of working with children or young people with SEN	D
Previous experience of work with children within a primary school	E
<b>Personal Characteristics</b>	
Genuine passion and a belief in the potential of every pupil	E
Helpful, positive, calm and caring nature	E
Able to establish good working relationships with colleagues and students	E
Able to follow instructions accurately but make good judgements and lead when required	E
Motivation to continually improve standards and achieve excellence	E
Committed to the safeguarding and welfare of all pupils in the academy	E
<b>Specific skills</b>	
Good communications skills, written and oral	E
Excellent numeracy and literacy skills	E
Competent with computers and other technology	E
Able to understand and implement strategies and methods to help students make good progress	E
Understand the importance of confidentiality and discretion	E
Has strong behaviour management skills	E
Is able to use Makaton	D
<b>Other desirable skills</b>	
Experience of working with young children with complex needs	D

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.