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| Harmony Primary School – Education Support Assistant  Job Description |

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| Post Title: | **Education Support Assistant** |
| Responsible to: | **The** Headteacher and Governing Body |
| Status: | Permanent - Fulltime |
| Pay | Competitive |

**Our Mission**

At Harmony Primary School our children lay down strong academic roots as they enjoy a rich and balanced curriculum that nurtures their abilities. It is our mission to bring out the best in each individual striving for excellence on a daily basis. We work together with parents, professionals and educators to cultivate an inspiring learning experience in an Islamic environment.

**About us**

Harmony Primary School is an association of Parents, Professionals and Educationalists working together to return the benefits of our experience in the UK to the communities we grew up in. With a passion for core Islamic Values and a desire to empower the next generation we set about establishing an inspiring new school preparing our children for life in Modern Britain.

1. Departmental policy, administration and resources
2. Be conversant with departmental aims and objectives as provided by the Head of Department.
3. Contribute as required in departmental administration and policy-making.
4. Manage efficiently, and take good care of, departmental resources that are entrusted to their care, reporting any losses or damage to the Head of Department.
5. Supervisory & Support Responsibilities
6. Support pupils with their assigned work including homework, giving due consideration to the needs of individual pupils.
7. Supervise and oversee the operation of the homework provision.
8. Monitor pupils' completion of homework by checking that homework is completed within the allocated timeframe.
9. Provide parents, staff and senior management with full information on the progress of pupils, as required and attend meetings when required to provide the Head with update on the homework provision.
10. Promote sound standards of punctuality, discipline and work ethic within the group, taking appropriate action against offenders and referring difficult cases to the Head of Department as appropriate.
11. Departmental meetings & professional development
12. Attend departmental meetings, making an appropriate contribution.
13. Attempt to maintain a close awareness of developments within the school, by participating in departmental initiatives and by personal initiative.
14. Participate as required in the school's appraisal system.
15. Engage in personal professional development by attending any relevant courses and meetings as agreed with the Head-teacher.
16. General Responsibilities
17. Maintain good order and discipline among pupils and safeguard their health and safety both on the school campus and on organised events outside school.
18. Supervise, as required, groups of pupils engaged in private study, and the classes of absent staff.
19. Attend, and participate in as required, general school functions, meetings, cultural and social events, including those held out of school hours during term time.
20. Carry out, in an efficient manner, a share of routine duties in accordance with published rotas.
21. Share in the efficient running of extra-curricular activities, as agreed with the Head Teacher.
22. Carry out any additional task reasonably required by the Head Teacher.
23. Maintain a high level of confidentiality and professional conduct.

*Our school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be subject to satisfactory Enhanced DBS clearance and all pre-employment safeguarding checks and will need to include satisfactory references.*

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| **Person Specification** | | | |
| **Criteria** | **Essential** | **Desirable** | **How Identified** |
| |  | | --- | | **QUALIFICATIONS & TRAINING** | | * Qualified to GCSE level with an achievement of grades B or above in each subject discipline, or equivalent. | |  | | --- | |  |  * Educated to degree level or equivalent. | Application |
| |  | | --- | | **EXPERIENCE** | |  | | |  | | --- | | * Experience of working in a classroom environment | |  | | |  | | --- | |  |  * Experience of working in an after-school provision | Application  Interview |
| |  | | --- | | **KNOWLEDGE & UNDERSTANDING** | | |  | | --- | | * Good knowledge of managing a classroom * Knowledge KS1/KS2 curriculum | | |  | | --- | |  | | Application  Interview |
| |  | | --- | | **SKILLS AND ABILITIES** | |  | | |  | | --- | | * Good level of organisational skills * Ability to work collaboratively as a member of a team * Skill in promoting children’s independence and creativity * Willingness to be involved with or provide extra-curricular activities * Ability to foster positive relationships with the whole school community * Good level of IT skills | | |  | | --- | | * Interest in developing innovative practice to improve learning and/or processes * Ability to lead a curriculum area | | Interview  References |
| |  | | --- | | **PERSONAL QUALITIES** | | |  | | --- | | * Self-motivated, adaptable and committed to achieving high standards * Commitment to equality and inclusion * Enthusiasm and commitment to the ethos and aims of our school * Proactive in and commitment to the process of continuous review and improvement * Commitment to maintaining confidentiality **at all times** * Commitment to safeguarding and supporting vulnerable pupils | |  | Interview |