THE BLUE COAT SCHOOL BIRMINGHAM LIMITED

SUPPORT ASSISTANT
Monday – Thursday (10 am – 6 pm), Friday (10 am – 5 pm)

JOB DESCRIPTION

The Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are seeking to recruit a Full-Time Support Assistant to work across the school undertaking playground duties, supporting children in class and assisting in Aftercare for Pre-Prep children. The successful applicant will need to be caring and flexible and be able to communicate effectively with children, parents and colleagues. The successful applicant will also be expected to promote and safeguard the welfare of all children for whom the post holder has responsibility and with whom the post holder comes into contact. The Support Assistant will report directly to the Head of Pre-Prep and Head of Prep. The post is effective from September 2020.

The salary awarded for the post will be dependent upon qualifications and experience.

Core Purpose of Post
To promote and safeguard the welfare of all children and young persons for whom the post holder has responsibility and with whom the post holder comes into contact.

General Duties and Responsibilities
The following duties and responsibilities will be undertaken:

Professional
• Exercise loyalty to the Headmaster and to the School, upholding and maintaining its traditions and ethos.
• Set and maintain high standards of work in supporting the teaching and learning, as well as of personal and professional conduct, as guided by the National Occupational Standards for Supporting Teaching and Learning in Schools.
• Comply with all regulatory requirements including those of the Early Years Foundation Stage (EYFS).
• Comply fully with the requirements as set out in the DfE document ‘Keeping Children Safe in Education’ and any relevant supplementary guidance.
• Comply fully with the requirements as set out in the HM Government document ‘Working Together to Safeguard Children’ and any relevant supplementary guidance.
• Abide by the School’s current systems and structures as outlined in policy documents including the First Aid and Health, Health and Safety and Safeguarding and Child Protection Policies, and take appropriate action in accordance with all such documents as and when necessary.
• Establish and maintain effective working relationships with colleagues and parents/carers.
• Participate as required in meetings with colleagues and parents in respect of the duties and responsibilities of the post.
• Take responsibility for one’s own professional development, attending INSET days at the start of each term and attending other relevant courses whenever possible.
• Be punctual and adaptable, and dress in a smart but practical manner.
• Ensure that the principles for the Spiritual, Moral, Social and Cultural development of the children and the principles of the fundamental British Values are actively promoted.

Knowledge and Understanding
• Have knowledge of and keep up to date with the National Curriculum, the Early Learning Goals of the Early Years Foundation Stage, and current educational practice.
• Understand how pupils’ learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development.
• Be familiar with the Special Educational Needs and Disability Policy and contribute to the identification, assessment and support of pupils with learning support or special educational needs.

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Welfare and Development

• Support and assist the Head of Pre-Prep, the Head of Prep and other colleagues in providing a happy, secure, safe and stimulating environment in which the children can develop to their full potential.

• Liaise with the teaching staff to contribute to the planning and delivery of the teaching programme for all pupils within the classes or groups allocated, having regard for the Statutory Framework for the Early Years Foundation Stage, the National Curriculum and the School’s statement of aims, policies and schemes of work.

• Liaise with the teaching staff to assist in preparing materials for the teaching programmes.

• Liaise with the teaching staff to assist in the monitoring, assessment and recording of each pupil’s academic and social progress systematically according to the School’s current practice.

• Supervise children as required on the school campus and on off-site visits and outings.

• Be available to attend school events as required.

Breaktime duties

• Ensure the safety of all children during a break or lunchtime and to ensure that they are adequately supervised at all times.

• Promote good social skills at break and lunchtimes and uphold the Blue Coat School Values and promote good playground behaviour by instructing children when their behaviour is not acceptable (e.g. too noisy/lack of courtesy to others/playing too roughly/use of inappropriate language/moving to an area which is out of bounds).

• Reinforce acceptable behaviour such as walking on the path, staying off the grass when it is wet etc.

• Assist children with finding resolutions to social/friendship issues.

• Use sound behaviour management strategies to tackle behaviour issues, following the guidelines in the School’s Behaviour Management and Exclusions Policy.

• Report any social/friendship/behavioural issues to the relevant staff: Head of Pre-Prep, Head of Prep, Form Tutors, Class Teachers.

• Ensure the safe and responsible use of equipment in the playground and encourage good care of it, especially putting away at the end of breaktimes.

• Ensure children leave the playground at the end of break quickly and sensibly to be ready for their lessons.

• Refer first aid issues to the School Matron or trained first aider.

• Develop a relationship of respect and authority with the children.

Aftercare Responsibilities

• Liaise with colleagues in Aftercare to create a bright environment in Aftercare in which children’s work is displayed.

• Assist the Aftercare Co-ordinator in the maintenance and general orderliness of Aftercare and its resources.

• Assist the Aftercare Co-ordinator to ensure that the children attend the relevant after school activities.

• Assist the Aftercare Co-ordinator in maintaining the Aftercare register, maintaining records of activities attended by children and in providing records for the Bursar’s Office.

• Assist the Aftercare Co-ordinator in ensuring that staff:pupil ratios are maintained.

• Liaise with colleagues in Aftercare to plan and prepare activities for the children in Aftercare.

• Engage in activities and pro-active play with the children in Aftercare either indoors or outdoors.

• Supervise the children in Aftercare indoors and outdoors taking responsibility for their safety and security.

• Assist with serving food in Aftercare, supervising the children whilst they are eating and encouraging good manners and sensible eating habits, and assisting with clearing the food away after the meal.

• Assist in ensuring that the children’s dietary and medical requirements are adhered to.

• Liaise with parents of the children attending Aftercare to ensure that welfare information is communicated.

• Administer First Aid to the children as and when necessary recording details in the Accident Book in accordance with the First Aid and Health Policy.

This job description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time. It may be amended at any appropriate time, following consultation between the post holder and a senior colleague, and will be reviewed annually.

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The Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are seeking to recruit a first-class Support Assistant, who is willing to build upon their existing experience to support the colleagues in delivering a high-quality learning and after school care environment for the children. The following qualities are essential for the role:

**Qualifications/Professional Development**
- Level 3 qualification as defined by the Department for Education as being suitable for the EYFS
- Paediatric First Aid qualification would be desirable
- Food Hygiene qualification would be desirable
- Evidence of recent involvement in professional development

**Skills and experience**
- Experience of working with and caring for children aged 3 to 11 with an understanding of how to meet each child’s needs
- Experience of planning and participating in activities for children in KS1 or the EYFS
- Effective communication and listening skills

**Knowledge**
- Sound understanding of safeguarding principles
- Sound knowledge of early childhood development
- Knowledge of current good practice for children aged 3 – 11

**Personal attributes**
- Sympathy with the Christian ethos and activities of the school
- Ability to form and maintain positive relationships
- Sensitivity to others and the ability to work co-operatively
- Wholehearted commitment to the life of a vibrant school community

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with the professional references.

All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School’s child protection procedures and staff guidance at all times. The School is an equal opportunities employer.
The Blue Coat School is an Independent Day Preparatory School offering an outstanding educational experience to around 600 boys and girls from 3 to 11 years. Founded in 1722 as a charity school 'for the purpose of maintaining poor children' in the centre of Birmingham, it is now an IAPS Prep School occupying a beautiful site in Edgbaston in 15 acres of playing fields and gardens. It is a thriving community where children achieve a great many things - with outstanding results.

The Blue Coat School is a stimulating and rewarding place to work, in the company of enthusiastic and dedicated staff. It has excellent resources, which are used to provide enjoyable and imaginative learning. Our community ethos is very strong, and we maintain the highest expectations of the interpersonal relationships between pupils and between the staff and children. We aim to produce happy, polite and successful young people. The co-curricular programme at Blue Coat is rich and varied.

The Pre-Prep Department consists of three classes in Nursery, Reception and Year 2 with our classes in Year 1 whilst Prep has four classes in Years 3, 4 and 6 and five classes in Year 5. The Support Assistant will be expected to undertake playground duties with different Year Groups as the children will play in their Year Group cohorts for morning break and lunchtime breaks. They will also undertake some support work in the classrooms according to the allocated timetable. Pre-Prep Aftercare runs from 3.30 – 5.45 pm (5 pm on Fridays) and the Support Assistant will be expected to work in Aftercare, ensuring that the children have their tea, that they attend activities and that they are engaged in purposeful activities and play whilst in Aftercare.

The successful applicant will be expected to ensure that the excellent standards of the school are maintained. Further details of the post are set out in the job description and person specification above.

**Recruitment Process**

Applications must be made on the Blue Coat School Application Form and must include details of two referees, one of which should be a current or most recent employer. The post is subject to an enhanced DBS check and satisfactory references. References will be sought prior to interview. Application forms can be obtained from the school website. Applicants will also be expected to complete a DBS Form if invited for interview.

Application Forms, together with a supporting letter, should be addressed to the Headmaster and be returned to Miss E Akehurst, HR Administrator of The Blue Coat School Birmingham, by **noon on Tuesday 1 September 2020**. Shortlisted applicants will be interviewed during that week. Shortlisted candidates will be invited to attend a formal interview and there will be an opportunity to tour the school.

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications where relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the school. The successful applicant will be subject to an enhanced DBS check (including a List 99 check) and will be required to complete a medical fitness declaration.

Further details about the school are available on the school website: www.thebluecoatschool.com.

Application forms and supporting letters can be returned by e-mail to recruitment@thebluecoatschool.com or by post to The Blue Coat School, Somerset Road, Edgbaston, Birmingham B17 0HR.

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