

JOB DESCRIPTION

Budget/Establishment/Unit:	Directorate Children and Young People MOD Schools (DCYP MOD Schools)
Branch/Department:	Attenborough School
Location:	Paderborn
Post Title:	School Support Assistant (m/f)
Grade:	LSA 1 (Unqualified)
Responsible to:	Deputy Headteacher via School Business Manager
Vetting Requirement:	Cat 3 & DBS Clearance

For regular employment with Germany Central.

1. GENERAL

To work under the direction of the School Business Manager of Attenborough School to assist in the efficient and safe supervision of pupils during the school lunch hour and early morning break periods.

2. MAIN DUTIES

- a. Working hours are from 10:10 – 13:10 hrs to provide mid-morning break and lunchtime supervision for children. 10:30-11:45hrs tasks directed by Deputy Headteacher (these may include supporting learning, completing administration tasks or site/learning environment maintenance)
- b. To assist in the preparation of the hall to be ready for the start of lunchtime between 1145-1200hrs
- c. To assist children in the lunch hall
- d. To assist in the clearing and cleaning of the hall during and after meals as required
- e. To assist in the proper supervision during the lunch break of all children
- f. To administer basic first aid to children as required
- g. To work co-operatively as a member of the SSA team
- h. To undertake necessary job-related training as required for the safe and effective discharge of the duties of an SSA at Attenborough Primary School.
- i. Other reasonable tasks directly relating to the post that may be requested from time to time by the Headteacher, Deputy Headteacher or School Business Manager.

j. Mandatory Duties include:

- (a) To contribute to a positive working environment and enhance the reputation of Attenborough School within the local community. To comply with all extant school and MOD Schools policies and procedures including the following:
- (b) Health & Safety - Personally responsible for the health, safety and welfare of all staff that may be affected by the post holder's acts and/or omissions.
- (c) Equal Opportunities - Personally responsible for equal opportunities awareness and ensuring that the post holder is aware of, and carries out, the provisions contained in the MOD Schools Equal Opportunities policy.
- (d) Safeguarding Children - Personally responsible for promoting and safeguarding the welfare of children s/he is responsible for, or comes into contact with.

3. OTHER DUTIES

- a. On request of the employer, he/she must attend courses which are suitable to improve his/her professional skills.
- b. Is required to deputise for other personnel during their absence as directed by the employer.
- c. Carries out any other reasonable duties, which are within the scope of the employer's right of directive.

4. DRIVING OF DUTY VEHICLES

Is not required to drive duty vehicles.

5. OVERTIME/WORK ON SUNDAYS AND/OR PUBLIC HOLIDAYS

- a. Must work overtime on request of the employer.
- b. Must perform work on any day of the week and Public Holidays on request of the employer during term time.
- c. This post is a term time only position and as such the taking of Leave/Holiday is not encouraged during term time except in exceptional circumstances.

6. SHIFT WORK/ROTATING SHIFT WORK

Regular shift work or rotating shift work is not a feature of the employment.

7. ON-CALL DUTIES

The relevant provisions of the CTA II are applicable.

8. MEDICAL

A medical examination is not a prerequisite for this employment. However, must undergo medical examinations in accordance with Health and Safety at Work provisions or other relevant provisions as necessary.

9. REQUIRED PROFESSIONAL QUALIFICATIONS/EXPERIENCE

a. Essential:

- Ability to communicate clearly
- Good inter-personal skills
- Ability to work well as a team member
- Ability to use initiative
- Willingness to contribute ideas
- Willingness to improve job skills
- Flexibility and adaptability
- Dedication and commitment to working to provide a great education experience for the children

b. Desirable

- Good standard of education
- Evidence of further relevant study
- Recent relevant experience of working in schools in either a paid or voluntary capacity
- Experience of working in large and diverse teams, ideally involving supervision of students.
- Knowledge and understanding of: Positive behaviour management, the emotional and social needs of children, confidentiality, safeguarding, First Aid, Food handling

10. HEALTH AND SAFETY AT WORK

Is obliged to take care of his/her own safety and health at his/her place of work within his/her ability and in accordance with the instructions and orders of the employer. Furthermore, he/she is also obliged to take care of the safety and health of persons, who are affected by his/her actions or omissions at work. Within the frame of the aforementioned rules he/she is especially required to use machinery, equipment, tools, working substances, working materials, transport aids and any other working aids as well as protective equipment and the issued personal protective equipment in accordance with the requirements. He/she is to report any direct and considerable danger to health and safety as well as failures of the safety systems to the employer or the relevant supervisor without any undue delay.

11. REDEPLOYMENT WITHIN THE GARRISON

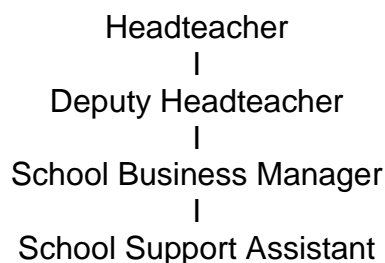
The employee may be redeployed to any unit/department in **Paderborn** within the employing agency **Germany Central** or temporarily detached to a different employing agency.

12. TRAVEL EXPENSES

The employee is not entitled to payments for miles driven to and from place of work to residence. If the employee is required to perform his/her duties outside the **Paderborn** area he/she will be entitled to travel claims in accordance with the current regulations.

13. ORGANISATION CHART

The post holder's position in the organisation is shown below, but may change due to reorganisation or a redeployment and addition to staff. A change of the organisational chart upon a reorganisation, a redeployment or addition to staff will not require a notice to change of employment contract. The post holder will be given a new organisation chart upon the change.



British Army Germany is fully committed to providing a working environment that is free from abuse and harm. We actively promote a free and safe culture, promoting the welfare of children and vulnerable persons within all of our work environments by clearly identifying and communicating the roles and responsibilities within the organisation and engaging with children, vulnerable persons and staff, in policy and practice development. Furthermore, we proactively encourage feedback and apply a zero tolerance to any form of abuse and harm.

Date

Signature Employee