**JOB DESCRIPTION**

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| --- | --- |
| **POST TITLE:** |  |
| **GRADE** |  |
| **DEPARTMENT** |  |
| **REPORTS TO:** |  |

|  |
| --- |
| **PURPOSE OF THE JOB** |

*DELETE SECTION: NOTE: no more than three points*

*This gives a summary and identifies the focus of the role.*

1. …..
2. …..
3. …..

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| **PRINCIPAL ACCOUNTABILITIES** |

**Responsibilities**

1. ……

*DELETE: NOTE: 　No more than 12 areas of responsibility and avoid duplication.*

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them.

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| **ADDITIONAL CONTEXT** |

DELETE SECTION: NOTE:

1. *The post’s supervisor and management responsibilities, including how many staff*
2. *Financial responsibilities, amount and type of activities, e.g. budget management, purchasing, etc.*
3. *Contacts (e.g. with external bodies) and what this means*
4. *Requirement for DBS enhanced check*
5. *Any other special conditions*
6. To be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

Safeguarding

We are committed to establishing a safe environment in which children can learn and develop. The welfare of children is paramount and we take seriously our responsibility to protect and safeguard the children in our care.

You will be expected to adhere to and promote this commitment, ensuring the safety and wellbeing of all children in our community, in line with statutory provisions and guidance.

## Person Specification

The person specification details the skills, knowledge and experience required to carry out the job

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| --- | --- | --- | --- | --- |
|  | | **Criteria** | **Desirable / Essential** | **Form of assessment (S / I / T)** |
| **KNOWLEDGE, INCLUDING QUALIFICATIONS** | | | | |
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| **EXPERIENCE** | | | | |
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| **SKILLS** | | | | |
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| **SPECIAL CONDITIONS** | | | | |
|  | To be committed to the school’s policies and ethos | |  |  |
|  | To be committed to continued professional development | |  |  |
|  | Ability to form and maintain appropriate relationships and personal boundaries with children | |  |  |
|  | Enhanced DBS clearance required | |  |  |

**Key: D** Desirable **S** Shortlisting criteria

**E** Essential **I** Evaluated at interview

**T** Subject to test