**WANDSWORTH BOROUGH COUNCIL**

**FRANCIS BARBER PUPIL REFERRAL UNIT**

Salary Grade: Scale 2, Spine point 12

(Pro Rata**) £17,776 per** annum

Part time, term time only post

(36 hours per week, 39 weeks per year)

**JOB DESCRIPTION**

Daily guidance will occur through the Head of School and peer support group will occur with any other Teaching Assistants. Teaching Assistants may be required to work across both sites.

**Assisted and/or guided by teaching staff**

1. Supervise pupils during break times and help pupils to achieve their social curriculum targets.
2. Serve hot/cold drinks and toast during breakfast club and at break times
3. Support pupils in the classroom and kitchen
4. Prepare and serve lunch and collect money
5. Work on a one to one basis with pupils as appropriate including delivery of Spelling and Reading Workshop programmes
6. Lead and support with small groups of pupils lesson activities, mainly in cooking skills sessions
7. Support pupils in a range of lessons in the classrooms and out of lesson learning
8. Accompany staff and small groups of students on off-site activities

**Working independently or collaboratively with other Teaching Assistant(s)**

1. Carry out weekly shopping and arrange appropriate storage of food

1. Keep staff room sink area clean and tidy
2. Maintain supply of tea towels, soap and hand towels
3. Use dishwasher and washing machine
4. Keep students’ lunch area clean and tidy and keep stock cupboard tidy
5. Maintain inventory of basic stationery
6. Assist staff in preparation for practical lessons and activities. This will include local shopping
7. Assist in the planning of lesson activities to support pupil learning
8. Undertake general duties such as photocopying, preparation and maintenance of displays etc.
9. Undertake any such reasonable duties as the head teacher may request

**Generic Duties and Responsibilities**

* To comply with all the school’s codes of practice, policies and procedures, including the code of conduct, and those relating to child protection, data protection and health and safety.
* To be committed to the promotion of equality, diversity and inclusion within the whole school community and maintain an awareness of the school’s equalities policy statement; to work to create and maintain a safe, supportive and welcoming environment where everyone is treated with dignity and their identity and culture are valued and respected; to report any instances of inappropriate behaviour or discrimination immediately.
* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004, the London Child Protection Procedures and Working Together and Keeping Children Safe in Education in relation to child protection and safeguarding children and young people as this applies to your role within the council. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role. To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.
* To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post as requested by the Headteacher.

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**TEACHING ASSISTANT**

**PERSON SPECIFICATION**

The successful Candidate will:

1. Provide evidence of the ability to assist pupils and demonstrate that he/she likes being with adolescents
2. Indicate that he/she has some understanding of the difficulties experienced by pupils out of school
3. Have a successful track record of establishing good working relationships with teachers and other support staff
4. Have good literacy and numeracy skills demonstrated by holding a GCSE level qualification
5. Be able to accept defined responsibilities and fulfill these effectively
6. Demonstrate the ability to use own initiative if necessary
7. Demonstrate understanding the equal opportunities issues connected with this area of work