



## JOB DESCRIPTION

**Form  
JD1**



	<ul style="list-style-type: none"> <li>• <b>External</b> Provides information about pupils' progress, strategies eg inclusion programmes.</li> </ul>
6.	<p><b>DECISIONS – discretion and consequences</b></p> <ul style="list-style-type: none"> <li>• Takes action to meet pupils' needs as they arise to avoid undue physical or mental stress.</li> <li>• Communicates information effectively to teachers, other professionals and parents whenever the need arises.</li> <li>• Recognises when it is necessary to make adjustments to planned activities in order to enable a pupil to access the curriculum fully and make progress and discusses these with class teacher.</li> </ul>
7.	<p><b>RESOURCES</b> None</p>
8.	<p><b>WORK ENVIRONMENT –</b></p> <p><b>Work demands</b></p> <ul style="list-style-type: none"> <li>• Under the direction of the class teacher need to implement activities in lessons within school hours as directed. Work may be subject to some change and interruption eg unplanned absences of staff and children, unexpected visits by parents and professionals.</li> </ul> <p><b>Physical demands</b></p> <ul style="list-style-type: none"> <li>• Involves mainly sitting with pupils but may have sustained periods of physical activity, involving bending, crouching, lifting, walking and running eg PE lessons, when meeting pupils' personal care needs, physical interventions with pupils, moving children with physical disabilities, following approved procedures.</li> </ul> <p><b>Working conditions</b></p> <ul style="list-style-type: none"> <li>• Majority of work takes place in classroom environment, may be involved in outside activities eg supervision of playground, sports field activities, off-site educational activities in all weather conditions as required.</li> </ul> <p><b>Work context</b></p> <ul style="list-style-type: none"> <li>• Risk of verbal abuse and physical harm from a minority of pupils and who behave aggressively.</li> <li>• Risk of injury from moving and handling pupils.</li> <li>• Risk of exposure to bodily fluids when assisting incontinent children with their personal hygiene.</li> <li>• Risk of infection when dealing with unwell children.</li> </ul>
9.	<p><b>KNOWLEDGE &amp; SKILLS</b></p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Time management and organisational skills</li> <li>• Literacy and numeracy skills</li> <li>• ICT capability</li> <li>• Knowledge of normal child development and children's personal</li> </ul>

development needs

- Knowledge of strategies which promote good behaviour and discipline
- Ability to participate fully in planned physical interventions, in pupil personal care routines and in moving and handling pupils with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures.

**10. Position of Job in Organisation Structure**

