

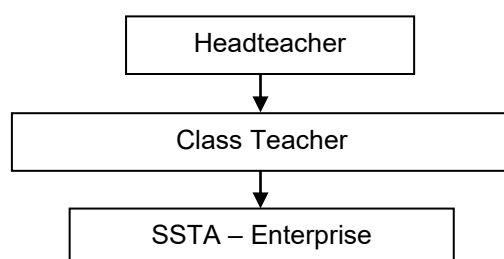
## JOB DESCRIPTION - ADDENDUM

<b>School:</b> Brookfields School	<b>Location:</b> Tilehurst, West Berkshire
<b>Job Title:</b> Subject Specialism Teaching Assistant – Enterprise	<b>Grade/Salary Range:</b> Grade E

### THE JOB

- ☐ This addendum must be read in conjunction with the LSA Job Description which forms part of this role
- ☐ The Subject Specialism roles may involve working outside of normal working hours

### DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



### MAIN DUTIES AND RESPONSIBILITIES

**To promote equality as an integral part of the role and to treat everyone with fairness and dignity.**

**To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.**

**To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.**

Working under the direction of a qualified Teacher:

#### Training Staff Groups

- ☐ To be able to demonstrate expected standards and procedures
- ☐ To encourage initiative and enthusiasm for quality products

#### Communication with Staff

- ☐ To be able to explain systems and procedures in a practical environment

#### Leading Groups of Pupils

- ☐ To run sessions independently, taking ownership of the room and projects in absence of a teacher
- ☐ To encourage enquiry and initiative in a practical environment
- ☐ To promote positivity and engagement throughout lessons
- ☐ Directing pupils in the use of hand tools in a workshop or outdoor situation
- ☐ Ability to demonstrate to pupils how to produce quality products for sale

#### Selecting and / or making resources

- ☐ Prepare resources and instructions to support their own projects as well as supporting class teachers wishing to use the enterprise room

- ☐ Researching catalogues, identifying equipment required and submitted requests through correct channels
- ☐ Maintaining room standards of cleanliness and organization - support class teams in following these expectations

#### **Specific Tasks**

- ☐ Create enterprise projects that comply with the ethos of the enterprise room - systematic approach with steps broken down to achieve quality products from start to finish
- ☐ Ensure lesson materials are prepared in advance of each lesson
- ☐ Order identified equipment and resources to ensure in place for lessons

#### **Other**

- ☐ Be aware of specific pupil needs including diet and medication
- ☐ Be willing to work indoors and out throughout the year
- ☐ Be willing to participate in environments that may be dirty and / or noisy

#### **SCOPE OF JOB (Budgetary/Resource control, Impact)**

- ☐ No direct budgetary responsibility.

## PERSON SPECIFICATION

<b>Job Title:</b>	Subject Specialism Teaching Assistant – Enterprise	<b>School:</b>	Brookfields School
<b>Reports to (job title):</b>	Class Teacher	<b>Location:</b>	Tilehurst, West Berkshire

\* E = Essential Criterion (required at point of recruitment)    D = Desirable Criterion (can be developed over time)

KEY CRITERIA	* E/D?	CONTEXT (How the criterion will be used in the job)
<b>In addition to the Key Criteria outlined in the Learning Support Assistant with Specialisms job description, the following should also be considered:</b>		
<b><u>Qualifications &amp; Experience</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Qualification in the use of electrical equipment (Certificate of Safety training for Teachers and Technicians in Workshops)</li> <li><input type="checkbox"/> MIDAS Minibus Driving</li> </ul>	E D	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use of tools in the workroom necessitates that this post holder is qualified in the use of them</li> <li><input type="checkbox"/> Part of the role is to take pupils to visit local businesses and attend exhibitions and trade shows and a MIDAS minibus certificate would be advantageous</li> </ul>
<b><u>Knowledge</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Knowledge of Design and Technology Curriculum</li> </ul>	D	<ul style="list-style-type: none"> <li><input type="checkbox"/> Working at an appropriate level and pace to allow pupils to make maximum progress</li> </ul>
<b><u>Skills and Abilities</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ability to use and teach use of Design and Technology equipment</li> </ul>	D	<ul style="list-style-type: none"> <li><input type="checkbox"/> The post holder would be required to assist pupils in using the Design and Technology equipment in the workroom</li> </ul>
<b><u>Other Work-related Requirements</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Willing to undertake any statutory training the job requires</li> <li><input type="checkbox"/> Have a reliable, responsible and flexible outlook</li> <li><input type="checkbox"/> Willing to work indoors and out throughout the year</li> <li><input type="checkbox"/> Willing to participate in environments that may be dirty and / or</li> </ul>	E E E	



<p>noisy</p> <ul style="list-style-type: none"> <li>❑ This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.</li> </ul>	E     E	
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