



HAMILTON PRIMARY SCHOOL

Hamilton Hub Assistant JOB DESCRIPTION

- Job Title:** Hamilton Hub Assistant
- Responsible to:** Hamilton Hub Manager and Headteacher
- Responsible for:** Supporting the smooth running of Hamilton Hub ensuring the safety, welfare and good conduct of pupils, in accordance with school policy, and under the direction of the Hub Manager and Headteacher.

Duties:

Particular Responsibilities:

Support for the Hub Manager

- Offer high quality care and activities that allow all learners to progress.
- Maintaining records in line with EYFS requirements for any children that are under the age of 5.
- To supervise pupils during their time at Hamilton Hub.
- To contribute to and maintain an appropriate working atmosphere.
- To prepare and provide either breakfast, a light snack or dinner for children taking part in the relevant sessions.
- To liaise with staff members of the school .

Support for pupils

- Promote the inclusion and acceptance of all pupils within the hub
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- To attend to pupils personal needs including help with social, welfare and health matters including minor first aid and intimate care needs.

Support for the school

- Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals

General Duties

- To understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as required.

- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- **Attend to pupils' intimate needs including wet or soiled incidents.**

Equal Opportunities

- To foster the concept of equal opportunities and the core values in the school across all aspects of the school curriculum, so that it is an intrinsic part of everything the School does

Liaison

- To ensure effective and meaningful dialogue with parents is developed and maintained.
- To plan and develop links with external agencies where possible or appropriate, to ensure constant contact with the community around us.
- To liaise frequently with:
 - the Headteacher
 - other members of the SLT
 - the SENCo
 - parents
 - other members of staff
 - any outside agencies regarding Educational Healthcare Plans

Safeguarding

Fulfil personal responsibilities, and support the headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.
- Operating clear whistleblowing procedures.
- Sharing information, with other professionals.
- To read and understand 'Keeping Children Safe in Education' Part 1 and follow the schools safeguarding procedures.

The duties may be varied to meet the changing demands of the School at the reasonable discretion of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

Date:

Signature