

	<i>supporting teams and individuals, setting examples of desired behaviours.</i>	Takes responsibility for improving own working practices through appropriate professional development, responding to advice and feedback from colleagues	
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Responsive to leadership and direction	
		Acts a role model, upholding professional and courteous manner at all times, including non-promotion of party/political views to the student body	
		Receives direction and is able to follow instructions	
		Completes the tasks assigned which contribute to the delivery of specific results	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Receives tasks and knows who they are accountable to in their work	
		Is supported in planning daily workload	
		Prioritises within daily tasks	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Communicates effectively with children and colleagues. An active listener	
		Able to read, write and understand English	
		Is numerate	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Identifies problems and looks for support	
		Participates in team based decisions	
		Knows, understands and complies with procedures relating to information and confidentiality	
		Solves problems within own remit which does not affect others	
		Seeks support when immediate decisions are required	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Education, Qualifications and Experience (EQE)	Essential: An understanding of managing the behaviour of groups of children Desirable: Recognised First Aid certificate Experience of supervising children as a parent or carer	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.