

Job Description

BRIT Kids Assistant

Job Title	BRIT Kids Assistant
Department	BRIT Kids - Canterbury branch
Responsible to	Director of BRIT Kids Canterbury

Job Overview

The Assistant plays a vital role in ensuring the smooth and safe operations of BRIT Kids, offering assistance in a range of areas including class support and guidance for students and parents.

Key Responsibilities:

Support & Assistance:

- Aid in the smooth and safe running of BRIT Kids.
- Assist teachers in lessons when requested by the manager.
- Provide one-to-one support for students with Additional Educational Needs (AEN) within their respective classes.
- Ensure guidance for BRIT Kids students to and from lessons, managing the pick-up and drop-off of late or early students.

Safety & Vigilance:

- Remain vigilant, ensuring the safety of all entrances and exits.
- Be aware of all building areas to prevent any lost children or unauthorized individuals on site.
- Uphold the pick-up and drop-off procedure for 8-10 year olds.

Customer Service & Interaction:

- Greet and welcome parents and students at the gates.
- Maintain an approachable, friendly, and helpful demeanour at all times.
- Provide comprehensive tours for new students and parents.

General Duties:

- Undertake any other tasks or duties upon the reasonable request of the manager and/or director.

- Commit to the ethos of BRIT Kids, ensuring adherence to safeguarding and all other relevant policies provided.
- Advocate for and promote the BRIT Kids code of practice concerning discipline, commitment, and professional conduct.

Training & Development:

- Attend occasional staff meetings and INSET (In-Service Training) days.
- To assist in the smooth running of BRIT Kids, this will require calls to parents, monitoring students that have been removed from class, handing back students to parents and responding to other tasks that arise.
- To help on the ground running of shows, ticketing and movement of guests.
- To answer the phone, taking notes and passing on messages

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

	EMPLOYEE SPECIFICATION	Application	Interview	Weighting
Skills				
1.	Ability to work unsupervised	✓	✓	6
2.	Ability to understand verbal and written instructions	✓	✓	6
3.	Effective teamwork skills	✓	✓	6
4	Good customer service skills	✓	✓	6
5.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos.	✓	✓	6
Education				
6.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
7.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
8.	First Aid Training	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.

This job description sets out the duties at the time of drafting. The job description may be amended from time to time incurring a change in the grading of the post.