

Terms and conditions

Last updated: March 2023

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Admin staff and school business managers

Last updated: November 2024

Administrative assistantsAdministration assistants perform a wide range of office support duties including data entry, photocopying, filing and answering the phone as well as aspects of school finance.School administrator level 1: scale 4Job...

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Learning support

Last updated: November 2024

Teaching assistants (TAs)TAs work alongside teachers in the classroom, helping pupils with their learning on an individual or group basis. Some specialise in areas such as literacy, numeracy, special education needs, music, English as an additional...

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Pupil support generic job descriptions

Last updated: April 2024

Learning mentorsLearning mentors support, motivate and challenge pupils who are underachieving. They help pupil overcome barriers to learning caused by social, emotional and behavioural problems.Learning mentor (primary): scale 6Job...

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Site staff

Last updated: April 2024

Cleaning staffCleaning staff work either on their own or in a team, ensuring that the school premises are clean and hygienic.Cleaner in charge: scale 2Job descriptionPerson specificationCleaner:scale 1 (point 7 to 11)Job descriptionPerson...

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Special school generic job descriptions

Last updated: April 2024

The job descriptions have been developed in consultation with special school headteachers and take into account a number of factors.These include existing practice in schools, the National Agreement and the National Joint Council (NJC) guidelines...

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Specialist and technical staff

Last updated: September 2024

Sports coachSports coach: scale 7Job descriptionPerson specificationScience techniciansScience technicians ensure science lessons run smoothly by looking after and setting up equipment and helping out with demonstrations and practical classes....

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Resources

Last updated: October 2021

London Grid for LearningExcellent teaching and learning resources for all the key stages.National Curriculum Programmes of Study:Key stage 1 and 2Key stage 3Science learning centresThe national network of Science Learning Centres provides exciting...

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Who makes the decision to close

Last updated: August 2023

The decision to close a school is made by the headteacherThe chair of governors and the LA should be informed as soon as possible.We would like to remind you that it is a statutory requirement to report any school closure to the LA, e.g. if you...

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Professional challenge and dispute resolution

Last updated: December 2023

Child protection work is stressful and complex, as well as involving uncertainty, and strong feelings. To ensure that the best decisions are made for children the professionals working in such a difficult area need to be able to challenge each other...

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