

The Grove School
In School Work Experience Plan 2016-17

Position	Roles, Responsibilities and Skills
Class Based Teaching Assistant	<ul style="list-style-type: none"> -Follow directions from the class lead. -Work 1:1 with children to further their learning in activities set by the class lead. -Encourage the children to access their learning. -Carry out any jobs which impact on the children's learning such as preparing resources, photocopying, tidying the classroom etc. -Set a good example by acting as a positive role model for the other children.
Play/Social Time Teaching Assistant	<ul style="list-style-type: none"> -Follow directions from the class lead. -Work 1:1 with children to further their learning through play activities. -Encourage children to play and interact positively with each other. -Carry out any jobs which may impact on the children's social play time such as preparing games or resources, leading games or tidying up etc.
Outdoor/ Community Learning Teaching Assistant	<ul style="list-style-type: none"> -Follow directions from the class lead. -Work 1:1 with children to further their learning by talking about the thing that are around you or you see from the mini bus windows. -Encourage children to talk to you by changing your voice tone and level. -Smile and be enthusiastic about the activity, lesson or outing. - Think about all aspects of safety with young children and talk about simple possible dangers which you could share with staff or the children.
Receptionist and Admin Assistant	<ul style="list-style-type: none"> -Follow directions from Mrs Stevenson and Mrs Kelly. -Photocopying. -Delivering messages and post around school. -Answering the telephone. -Welcoming guests to school by asking them to sign in, take a seat in reception, offering refreshment and notifying the staff:- Mrs Stevenson or Mrs Kelly that a visitor has arrived.
Garden/Grounds Person	<ul style="list-style-type: none"> Follow directions from Mrs Derries or other staff member. -Wear appropriate clothing. -Weeding

The Grove School
In School Work Experience Plan 2016-17

	<ul style="list-style-type: none"> -Planting flower pots. -Picking up litter. -Sweeping.
Hospitality	<ul style="list-style-type: none"> -Follow directions from class staff. - Discuss the safety rules with class staff. -Set up and put away tables according to safety rules. - Set up and put away tables and chairs accordingly to the occasion e.g. lunch time, a party, a meeting or an assembly. -Pay attention to detail and strive for neatness at every occasion. -Use the correct cleaning utensils when cleaning the tables and floors.
Class based Business	<ul style="list-style-type: none"> -Follow directions from class staff. -Speak politely to customers, answering their questions and meeting their requests. -Accept money from customers and give change. -Keep track of money taken in and spent through an Account Book. -Produce business products to specific specifications and to a high standard. -Maintain an attractive 'shop' within their classroom. -Manage a stall at in-school enterprise fairs. -Attend out-of-school business opportunities.
<p>Roles, responsibilities and skills expected in all school Work Experiences:</p> <ul style="list-style-type: none"> -Prompt time keeping. -Smart, appropriate dress. -Working in a team. -Asking class staff for assistance, clarification and help when and where it may be needed. -Acting as a good role model for all other children. -Being positive about all tasks which may have been given. 	