

Hall Meadow Primary School

Teaching Assistant and Lunchtime Supervisor

Job Description



Job Title: Teaching Assistant & Lunchtime supervisor

Responsible to: Headteacher – SENDCo, Key Stage Lead and Class teacher

Hours: 32.5 hours per week, 39 weeks per year – hours to be worked 8:30am-3:30pm

Teaching Assistant Role

Main Purpose of the Role

The main purpose of the Teaching Assistant role at Hall Meadow Primary School is to support high-quality teaching and learning across the school, with a specific focus on meeting the needs of children with communication, cognition and learning difficulties in our internal SEN provision each morning, and delivering targeted interventions to small groups in the afternoon. The role also includes Lunchtime Supervisor responsibilities to ensure a safe and positive lunchtime environment.

Key Responsibilities and Duties

Internal SEN Provision and Interventions

- Work with pupils who have a range of communication and cognition and learning difficulties, providing tailored and nurturing support.
- Implement strategies and personalised learning activities as directed by the SENCo or class teacher.
- Support children with emotional regulation, social communication and independence within a structured provision.
- Contribute to maintaining a calm, safe and supportive learning environment.
- Deliver structured interventions to small groups to support Reading and Maths progress
- Monitor and record pupil progress, feeding back to class teachers and SENCo.
- Adapt group work activities to meet individual needs, ensuring engagement and progress.

Pastoral Care

- Develop positive relationships with pupils, providing emotional and social support as needed
- Assist in the implementation of behaviour management strategies to promote good order and discipline in the classroom
- Help to monitor the wellbeing and attendance of pupils, reporting any concerns to the class teacher or designated safeguarding lead
- Participate in the school's pastoral care system, such as break and lunchtime supervision

Additional Duties

- Accompany classes on educational visits and outings, ensuring the safety and engagement of all pupils
- Assist in the preparation and clearing of the classroom before and after lessons, as well as the general upkeep of the learning environment
- Participate in staff meetings, training sessions, and other professional development opportunities to enhance your skills and knowledge
- Undertake any other reasonable duties as requested by the class teacher or school leadership team

Skills and Competencies

- Strong interpersonal and communication skills, with the ability to build positive relationships with pupils, parents, and colleagues
- Patience, empathy, and a genuine interest in supporting the learning and development of all pupils
- Good organisational skills and the ability to work effectively both independently and as part of a team
- Flexibility and adaptability to respond to the changing needs of the school and its pupils
- A commitment to safeguarding and promoting the welfare of children
- Proficiency in English

Lunchtime Supervisor Role 12:00-1:00pm

Main Purpose of the Role

The Lunchtime Supervisor plays a vital role in supporting the smooth running of lunchtime activities at Hall Meadow Primary School. The post holder will be responsible for supervising pupils in the lunch hall and on the playground, ensuring their safety, wellbeing, and engagement in positive play. The Lunchtime Supervisor will work closely with the teaching staff to promote the school's vision of providing a nurturing, inclusive environment where all pupils can thrive.

Key Responsibilities and Duties

Supervision

- Supervise pupils in the lunch hall, playground, and classrooms (during wet play)
- Encourage pupils to eat their lunch and monitor those who do not, reporting any concerns to the class teacher
- Monitor pupils who are not engaging in play and provide feedback to class teachers

Organisation

- Set up and put away the tables, chairs, and other equipment needed for eating in the lunch area
- Manage the entrance and exit of pupils from the lunch area in an orderly manner
- Clean up any food or water spillages

Health and Safety

- Observe pupils and the environment, taking action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical or dietary needs
- Promote the school's policy around healthy eating to pupils
- Report any health and safety concerns to a senior member of staff

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, following the school's behaviour policy
- Ensure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow directions from class teachers on supporting specific pupils with challenging behaviour

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils share play equipment
- Help to resolve issues between pupils during play activities

Professional Development

Hall Meadow Primary School

Teaching Assistant and Lunchtime Supervisor

Job Description

Hall Meadow Primary School is committed to the ongoing professional development of all staff. As a Teaching Assistant, you will be encouraged to engage in relevant training opportunities to enhance your skills and knowledge, both in supporting pupils' learning and in contributing to the wider life of the school. This may include attending workshops, undertaking accredited courses, or participating in peer-to-peer learning activities.

Safeguarding

Safeguarding and promoting the welfare of children is of paramount importance at Hall Meadow Primary School. As a Teaching Assistant, you will be expected to:

- Work in line with the school's safeguarding and child protection policies and procedures
- Attend regular safeguarding training to ensure you are aware of your responsibilities and the signs of abuse or neglect
- Report any concerns about a child's safety or wellbeing to the designated safeguarding lead or other appropriate members of the school's leadership team
- Contribute to the creation of a safe, nurturing, and inclusive environment for all pupils