



TEACHING ASSISTANT – Level 3 JOB DESCRIPTION

Job Title: Teaching Assistant – Level 3 + Lunchtime Supervisor

Reports to: Headteacher

Purpose of the role:

To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them

Main Duties:

To support individual pupils to learn as effectively as possible both in group situations and on their own by, for example:

- Clarifying and explaining instructions
- Ensuring safe use of equipment and materials provided
- Motivating and encouraging the pupils as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Assisting in weaker areas, e.g. speech and language, reading, spelling, maths
- Using praise, commentary and assistance to encourage the pupils to concentrate and stay on task
- Liaising with class teacher, SENCO and other professionals about individual learning and support plans, contributing to the planning and delivery as appropriate
- Providing additional nurture to individuals when requested by the class teacher or SENCO
- Consistently and effectively implementing agreed behaviour management strategies
- Helping to make or set up appropriate resources to support the pupils
- Supervise or teach whole classes occasionally during the short-term absences or PPA cover of teachers.
- To establish supportive relationships with all pupils

To promote inclusion of pupils with SEND, encouraging interaction with peers in an appropriate and acceptable manner

To monitor the pupils' responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended outcomes

To give positive encouragement, feedback and praise to reinforce and sustain pupils' efforts and develop self-reliance and self-esteem

To support pupils in developing social skills both in and out of the classroom

Under the direction of the teacher, carry out and report on observations of pupils to gather evidence of their knowledge, understanding and skills which can be used to make secure judgements about their stage of development

To know and apply school policies and particularly those relating to Safeguarding, Behaviour, Teaching and Learning, Equal Opportunities etc

To know and understand the requirements of the School Code of Conduct and apply these at all times, especially with regard to confidentiality and social media

To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment



To take part in training activities offered by the school to further knowledge and skills of working with children with specific learning difficulties

To be work as part of the whole school team supporting the wider school at break / lunch and others times

To contribute to the maintenance of a safe, healthy and attractive learning environment with particular emphasis on the shared areas of the school

To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy

Lunchtime Supervisor – reports to Business Manager

To supervise pupils during the lunch period in the dining hall, playground areas and school premises, ensuring their safety, welfare, physical and mental well-being and the maintenance of good order and discipline

Main Duties

To have good understanding of the school's behavior policy and promote good behavior at all times. Any incidents of bad behavior should be appropriately recorded and reported to class teachers

To work as part of a team with other supervisors, arranging activities for children where appropriate

To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's First Aid policy

Dining Hall

Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate

Help organise dinner queue ensuring pupils line up calmly and quietly and use good manners whenever they are in the dining hall. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy

To encourage all pupils to eat. To be aware of any pupils with individual needs and help deal with these sensitively. Where needed, assist with cutting up food, serving water, etc.

To encourage social skills and good table manners, ensuring safety with knives and forks.

To clean up spillages of food and to organise clearing cutlery and crockery off tables

Playground

Ensure children are dressed for the weather conditions and reminding them to put on hats, gloves, etc.

To ensure children move around the school calmly and in a safe manner

To challenge anyone who may be on the playground without identification

To be consistent in your approach to all children, dealing with their disputes fairly



To be willing to listen and support children or groups who may feel disgruntled

School Premises

To supervise pupils on the school premises in the hall, classrooms, and through corridors, when they are not allowed outside because of inclement weather

To ensure that, when classrooms are used during the midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school

To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any maintenance or health & safety problems to the Site Manager or the Business Manager.

To be willing to undertake training appropriate to the job of midday supervisor and partake in appraisals arrangement made by the school

To engage positively with any other duties consistent with the purpose of the role and at the direction of the Business Manager

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (Teaching Assistant)

Signed..... (Headteacher)

Date.....

Caldecote Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share that commitment. This post is subject to an enhanced DBS check with Barred List checks.