

Job Description

Job title: Teaching Assistant and Midday Meals Supervisor

Reports to: Head Teacher

Pay Scale: Scale 2 Point 3

Salary – Teaching Assistant £16,035

Salary – Midday Meals Supervisor £3563

Overall Job purpose:

To provide practical assistance to the line manager in the School/Service in catering for the personal welfare and education needs of pupils.

To ensure a safe working environment for staff and pupils as far as possible.

To contribute to facilitating pupil access to the education system, promoting inclusion, assessing, and supporting achievement and monitoring progress towards service objectives.

Supporting pupils learning as directed by the class teacher or line manager.

Principal Duties and Responsibilities

To provide personal care and assistance for pupils who require such support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding, or assisting with feeding the pupil safely and hygienically and supporting the pupil during break and lunch times as appropriate.

To prepare, and assist in the preparation, of the classroom, resources, equipment, and computers for use by pupils.

Assisting the Teacher to supervise and support pupils' individual education plans, both indoors and outdoors.

Assisting with work programmes and written observations and records on individual's progress. To take part in school activities and events as required.

To work with individuals and small groups on specific activities under the guidance of the Teacher and/or other lead person.

To motivate and support pupil(s) to remain on task and complete work in a focused way.

Accompanying and supporting pupil(s) on outings from school as necessary.

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To undertake training and attend INSET days in accordance with contractual requirements.
To contribute to whole school policies.

To support the pupils in physical activities (PE, Drama etc) as required

To support learning of children across the school as required as and when required, being flexible and adaptable.

Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head Teacher.

To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your line manager.

To support the School's/Borough's Equal Opportunities policies

Assisting with any other duties of a similar level of responsibility as required by the Head Teacher. At this level the employee will work under the supervision of a teacher/supervisor in the School or Service and may be either a new entrant to the occupation or someone who has experience across a range of duties.

General Duties

At this level the employee will be expected to:

- Help with classroom resources and records
- Help with the care and support of pupils
- Provide support for learning activities

Provide effective support for his/her colleagues - This will involve:

- Supporting literacy and numeracy activities in the classroom
- Contribute to the management of pupil behaviour
- Support the use of ICT in the classroom
- Support the maintenance of pupil safety and security
- Contribute to the health and well-being of pupils
- Undertake training in the specific skills needed, e.g. Manual Handling, Feeding, Communication. (Personal care and assistance must be carried out following established advice, procedures and guidelines and following appropriate training.)
- Using office machinery e.g. photocopying In addition they may also support pupils with communication and interaction difficulties
- Support pupils with cognition and learning difficulties
- Provide support for pupils with sensory and/or physical impairments
- Undertake specific training in the skills needed to provide the personal care required, e.g. manual handling, communication skills.

Educational requirements o Level 2 English and Maths as well as a minimum of an NVQ2 in supporting Teaching and Learning in schools o May have had some training in communication techniques, creative play, physical care techniques.

Developing self and working with others

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

Scope:

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The post-holder will be based at one of the Partnership Schools and will be expected to work across the Partnership, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

The Compass Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

Equal Opportunities:

The Compass Eko Trust is an equal opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability, age or other protected characteristics.

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Criteria	Essential	Desirable	How tested
Qualification	<p>Minimum of Level 2 qualification in English and Mathematics and a good working knowledge of the Year 6 curriculum</p> <p>Level 2 certificate in Supporting Teaching and Learning in Schools or equivalent</p>	<p>Training in communication techniques, creative play, physical care techniques.</p> <p>Relevant City and Guilds, NVQ or BTEC qualification</p>	
Experience	<p>Experience of working with children and/or qualifications relating to child development/education</p> <p>ICT literate (able to use technology to find, record and communicate information) using both iPads and a PC</p> <p>A willingness to learn about the ICT curriculum and the use of communication technologies in other subjects</p> <p>Knowledge & experience of promoting the welfare and safeguarding of children</p>		
Knowledge and Skills	<p>To be able to</p> <p>Contribute orally to children reports and records.</p> <p>Provide appropriate personal care for children with special needs</p> <p>Provide support for learning activities</p> <p>Provide effective support for his/her colleagues</p>		
Personal attributes	<p>Reliability and integrity</p> <p>Personal commitment to continuous self-development through self-evaluation and learning from others</p> <p>Commitment to school improvement</p>		

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	<p>Ability to go the extra mile to ensure that the school achieves a standard of excellence</p> <p>Passionate about Learning and Teaching</p> <p>Displays warmth, care and sensitivity in dealing with children, parents and other staff</p> <p>Open minded, self-evaluative and adaptable to changing circumstances and new ideas</p> <p>Able to enthuse and reflect upon experience</p> <p>Willingness to be involved in the wider life of the school</p> <p>Ability to prioritise</p> <p>Good interpersonal/communication skills</p> <p>When all the above fail, to maintain good sense of humour, a willingness to learn and the will to continue to strive for excellence</p>		
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