



Job Description: L3 Teaching Assistant with Breakfast Club Lead Grade 3



JOB DESCRIPTION

THE OAKS PRIMARY SCHOOL JOB DESCRIPTION

Job Title: Teaching Assistant Level 3 with Breakfast Club **GR 3**

1.0 **JOB PURPOSE:**

- 1.1** To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate
- 1.2** To take a lead role in Breakfast Club
- 1.3** To support lunchtime provision

2.0 **DUTIES AND RESPONSIBILITIES:**

Support for pupils

- 2.1** To take responsibility for promoting and safeguarding the welfare of pupils
- 2.2** Support the activities and learning of individual pupils or groups
- 2.3** Establish and maintain relationships with individual pupils and groups
- 2.4** Contribute to Individual Education Plans as appropriate
- 2.5** Promote pupils' social and emotional development and contribute to the health and well-being of pupils
- 2.6** Provide support for pupils with EAL
- 2.7** Support children with additional needs for example, sensory and / or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties
- 2.8** Support pupils with English, Maths and the wider Curriculum
- 2.9** Dealing with the personal care needs of children where appropriate in line with the Trust policy
- 2.10** Support Lunchtime play provision, engaging and promoting OPAL activities

Support for the teaching staff

- 2.11** Observe and report on pupil performance
- 2.12** Contribute to the planning and evaluation of learning activities
- 2.13** Assist in preparing and maintaining the learning environment
- 2.14** Contribute to the management of pupils' behaviour
- 2.15** Contribute to maintaining pupils' records
- 2.16** Support the maintenance of pupils' safety and security
- 2.17** Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson
- 2.18** Undertake routine marking in line with school policy
- 2.19** Provide general administrative support, for example, administer coursework, produce worksheets etc
- 2.20** Undertake joint home visits as appropriate and in line with Trust policy



Breakfast Club

- 2.21** Take a lead role in Breakfast Club including managing the playworkers, monitoring the food offering, co-ordinating activities and ensuring a balanced, stimulating and safe breakfast club offering
- 2.22** Promote and champion the Breakfast Club to maximise attendance

Support for the school

- 2.23** Develop and maintain good working relationships with other professionals and support the development and effectiveness of teamwork within the school
- 2.24** Liaise with parents as appropriate
- 2.25** Review and develop own professional practice and complete all CPD as required
- 2.26** Work as required across the curriculum and in all Key Stages within the school in accordance with the job
- 2.27** Support the use of information and communication technology in the classroom
- 2.28** To ensure tasks are carried out with due regard to Health and Safety
- 2.29** Adhere to the ethos of the school
 - 2.29.1** To promote the agreed vision and aims of the school
 - 2.29.2** To set an example of personal integrity and professionalism
 - 2.29.3** Attendance at appropriate staff meetings and parents evenings
- 2.30** Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3.0

SUPERVISION RECEIVED:

- 3.1** **Supervising Officer's Job Title:** **AHT Inclusion Lead**
- 3.2** **LEVEL OF SUPERVISION**
Left to work within established guidelines subject to scrutiny by supervisor

Signed by Employee Date.....

Signed by Headteacher.....Date.....