

Job Description :

Job title: Teaching Assistant/Midday Meals Supervisor

Reports to: Head of School

Responsible for: Provide support to Class teacher, and children in all school and classroom activities

Pay Scale: Scale 2 (Spine Point 3-4)

Overall Job purpose:

To work under guidance to implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas. Assisting the whole planning cycle and the management/ preparation of resources.

To support children's access to the curriculum, promoting inclusion, assessing, and supporting achievement and monitoring progress towards targets. Supporting children on the special needs register as required.

Principal Duties and Responsibilities

Support For Children

1. To provide support to children in all school and classroom activities
 2. To support the learning of individuals and groups of children as identified in the weekly planning and to act as a role model, setting high expectations
 3. To work with individuals and small groups on specific activities under the guidance of the teacher and/or other lead person
 4. To focus on individual children to ensure their needs are being met within the group
 5. To motivate and support children to remain on task and complete work in a focused way
 6. To work with other staff to develop and implement IEPs for children
 7. To assist the class teacher in record keeping and assessment. To pass on information about children's personal and educational needs to parents, the class teacher and other staff as appropriate.
 8. To contribute to team meetings and review meetings
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9. To promote the inclusion and acceptance of all children within the classroom
10. To meet the physical/medical needs of the children according to a children's individual care plan in liaison with the SENCO and first aid staff, whilst encouraging independence wherever possible
11. To administer first aid as appropriate
12. To encourage children to interact and work co-operatively with others and encourage positive friendship patterns
13. To participate in and supervise children's play and extend and stimulate language through conversation
14. To support the children in physical activities (PE, Drama etc) as required

Support for Teachers

1. To liaise with teachers re the daily/weekly programme of lessons, activities and events in order to support children and adjust lessons/work plans as appropriate
2. To monitor and evaluate children's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
3. To provide objective and accurate feedback and reports as required to the teacher on children's achievement and progress ensuring the availability of appropriate evidence
4. To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher
5. To follow the school behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
6. To prepare, and assist in the preparation, of resources, equipment and computers for use by children

Support for the School

1. To promote the policies and ethos of the school. To promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour
 2. To display children's work according to school policy to reflect their achievement
 3. To supervise children on outings and visits as required
 4. To supervise children at playtime and lunchtime
 5. To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Designated Child Protection Officer or the Head of School
 6. To treat all information relating to a child as strictly confidential, and to be aware of and comply with school policy and practice
 7. To be a proactive member of the school and class team
 8. To participate positively and professionally in effective relationships with team members
 9. To provide personal care where appropriate
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10. To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of children
11. To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
12. To attend relevant courses and learning activities in order to update knowledge as required
13. To support with school activities and events such as school fayres and performances as required
14. To undertake training and attend INSET days in accordance to contractual requirements. To contribute to whole school policies
15. To be involved in general administration duties as requested by the Class teacher/Senior member of staff.
16. To carry out the above duties in accordance with the School's Equal Opportunities Policy
17. To undertake other duties of a similar level as required by the Headteacher or Executive Headteacher.

Safeguarding:

- 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 To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- To undertake annual mandatory and statutory training as directed by the Trust or School.

Developing self and working with others:

- To undertake any other duties that are within the grade and scope of the post, as determined by the Head Of School
 - 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
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Person Specification

Criteria	Essential	Desirable	How tested
Qualification	<ul style="list-style-type: none"> • Appropriate level of literacy and maths skills • Ability to demonstrate a willingness to attend appropriate training and development 	<ul style="list-style-type: none"> • Health and safety awareness • First aid trained 	
Experience	<ul style="list-style-type: none"> • Good communication and interpersonal skills • Ability to supervise and meet the needs of the children • An understanding of safeguarding • Experience of working with children • Work within a team and independently • Able to build and maintain excellent relationships • Excellent verbal and written communication skills • Able to work as part of the wider team and work on own initiative 		

	<ul style="list-style-type: none"> • Able to work under pressure, plan ahead and prioritise workload • Excellent communication skills at all levels, both in school and within the wider school community • Professional at all times, demonstrating and modelling school values 		
<p>Knowledge and Skills</p>			
<p>Personal attributes</p>	<ul style="list-style-type: none"> • Enjoy working with children • Willingness to work outdoors in all weathers • Ability to be patient, sympathetic and remain calm in an emergency • Ability to use judgement and common sense • Punctual, dependable and trustworthy • Is proactive and actively seeks solutions • Discreet, tactful and able to maintain confidentiality 		

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	<ul style="list-style-type: none">• Patient, courteous and positive		
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