

JOB DESCRIPTION

Post Title:	Teaching Assistant including lunchtime supervision
Name:	
Grade:	Grade 2 (SCP 5-6)
Reporting to:	Headteacher / SENCo / Class Teacher
Conditions of Service:	30 hrs per week (to include 5 training days). Fixed Term – Child Specific

MAIN PURPOSES OF THE JOB

- To support the classroom teacher with their responsibility for the development and education process by providing care and supervision skills to individual and small groups of children, including those who have special physical, emotional and educational needs, by utilising a good standard of practical knowledge and skills.

SUPPORT FOR PUPILS

Under the direction and control of the SENCo, Classroom Teacher, HLTA or Teaching Assistant:

- Supervise the activities of individuals or groups of children to ensure safety and facilitate their physical and emotional development.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- To monitor individual pupil's problems, progress, achievements and condition, and report these to the designate supervisor as appropriate.
- Actively engage in the pre-determined learning activities and work programmes at a basic level, and to assist in personal and individual development of individuals or groups of pupils.
- To hear children read when required.
- To ensure total confidentiality of information given by pupils or Staff, reporting any concerns to the class teacher or Headteacher as soon as possible.
- To reinforce children's self-esteem through praise and encouragement whenever possible.
- When necessary to assist with personal hygiene routines e.g. toileting, changing of clothes etc.
- To assist with playground duties and with the movement around the building and surrounding areas - going to the cloakroom, changing for P.E. etc.
- To help with the preparation of resources.
- To help with the displaying of children's work.
- Whenever possible, to assist with Special Educational Needs pupils both as individuals and in larger groups.
- To follow in full any educational plan or programmes devised by the class teacher and/or the SENCo, or other outside support agencies.
- To accompany children in their PE lessons and help with the organising and putting away of equipment.

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement, where appropriate.

At lunchtime

- To assist pupils in the lunch hall.
- To carry out necessary cleaning tasks on kitchen surfaces and equipment as well as dining room floor and furniture.
- To use initiative in monitoring events occurring on the school premises and grounds.
- To report any relevant matters or dangers to the Senior Lunch Supervisor or School Business Manager

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher to support lesson planning, evaluating and adjusting lessons/work plans, as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives, as required.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress if required and in line with the marking policy.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.

SUPPORT FOR THE CURRICULUM

- Support with agreed learning activities, adjusting activities according to pupil responses/needs.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings, as required.

- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities, as required.
- Supervise pupils on visits, trips and out of school activities as required.

OTHER DUTIES

- To contribute to the positive team atmosphere and public image of the school.
- To act professionally and with integrity at all times.
- To assist with the general care and welfare of all pupils striving to maintain a happy safe environment at all times.
- To adhere to and maintain school routines and codes of conduct including confidentiality.
- To support the aims and ethos of the school at all times.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the school Health and Safety Policy.

GENERAL

- The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.
- The job description is not a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require. It may be reviewed annually or earlier if necessary and may be subject to modification or amendment at any time after consultation. You may discuss your job description with the Headteacher at any arranged time.
- The DoWMAT has an Equal Opportunities and a No Smoking Policy. All employees are expected to be committed to these. All DoWMAT academies are non-smoking environments throughout.
- The school is committed to safeguarding and promoting the welfare of children and, as such, requires all staff and volunteers to share this commitment.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.

PERSON SPECIFICATION

Teaching Assistant including Lunchtime Supervision

	Essential	Desirable
Qualifications		
NVQ Level 2 for Teaching Assistant or equivalent qualification	✓	
Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths	✓	
Possess HLTA Status		✓
Knowledge & Experience		
Experience of working with children and families in a learning environment	✓	
Experience of planning and delivering intervention programmes	✓	
Experience of teaching phonics	✓	
Working knowledge and experience of implementing national/foundation curriculum and other relevant learning programmes/strategies	✓	
Experience of cover supervision		
Skills & Abilities		
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓	
Able to build effective working relationships at all levels	✓	
Able to work in on initiative but also constructively as part of a team	✓	
Good understanding of child development and learning processes	✓	
Effective verbal communications with a diverse range of people (e.g. colleagues, pupils, parents/carers, and external agencies)	✓	
Values/Beliefs		
Every person matters when contributing to the success of every child	✓	
Maintaining and respecting confidentiality	✓	
Respect for the opinions and contribution of others	✓	
Personal Qualities		
Able to support the ethos and values of a Diocesan Multi Academy Trust	✓	

Commitment to achieving high standards	✓	
Enthusiasm and a positive outlook	✓	
Excellent attendance and punctuality	✓	
Responsible, honest and reliable	✓	
Good personal organisation	✓	
Calm under pressure	✓	
A sense of humour	✓	

DoWMAT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Any offer of employment will be subject to the receipt of a satisfactory DBS Enhanced Disclosure, two positive references, medical clearance and evidence of appropriate qualifications.

PRINCIPAL CONTACTS

Pupils, Parents / Carers, Headteacher, Classroom Teachers, Teaching / Support Assistants, EWO, Clerical Assistants, other professional groups, Local Academy Board members.

NOTES

The Leadership of the Academy Trust reserve the right to alter the content of this job description, after consultation, to reflect changes to the job without altering the level or responsibility.

Signed (Issued by): _____ Date_____

Signed (Received by): _____ Date_____