

Job Description - Teaching Assistant

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| Job Title | Teaching Assistant (to include Lunchtime Supervisor duties) |
| Responsible to | Head Teacher/Deputy Head/SENCo/Designated Teacher |
| Main Purpose | <p>To work under the instruction and guidance of teaching staff, in the general classroom and to implement agreed programmes of work with individual pupils and in groups, in or out of the classroom.</p> <ul style="list-style-type: none"> To provide care and support for the pupil, to ensure their safety and well-being. To encourage enjoyment, enthusiasm, and independence in learning. To contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school. To assist in the provision of a welcoming, stimulating environment. To assist in the smooth running of the school. |
| Duties & Responsibilities | <p>Supporting the Pupil</p> <ul style="list-style-type: none"> To assist in planning, to deliver and implement work programmes to the pupil under the direction and supervision of the teacher, enabling them to achieve maximum access and participation in the National Curriculum. To establish a constructive working relationship with the pupil, setting reasonable expectations and acting as a positive role model to all students. To promote the inclusion and acceptance of all pupils within the classroom. To encourage the pupil to interact and work co-operatively with others. To promote independence, confidence and self-esteem. To provide positive feedback and praise to the pupil in relation to progress and achievement. <p>Supporting the Curriculum</p> <ul style="list-style-type: none"> To deliver learning activities to the pupil. To liaise with other personnel and take responsibility for maintenance/quality/safety of specialist equipment. To work with other staff members to develop an engaging curriculum to meet the needs of the child. To work and communicate effectively with outside agencies where required. |

Job Description - Teaching Assistant (continued)

Duties & Responsibilities

Supporting the Teacher

- To work under the direction of the teacher and implement support programmes and monitor and evaluate pupil learning.
- To contribute to the maintenance of pupils' progress records.
- To participate in the evaluation of the support programme.
- To provide regular feedback about the pupil to the teacher.

Supporting the School

- To 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.
- To contribute to the overall ethos/work/aims of the school.
- To attend relevant in-service training.
- To undertake out of school learning activities as required e.g. School visits, swimming lessons etc.
- To carry out break duty supervision in accordance with the rota.
- To carry out tasks as required to support the smooth and efficient running of the classroom and school.
- To carry out any other tasks as reasonably directed by the Head teacher.
- To carry out any other tasks as reasonably directed by the Head teacher.

Job Description – Lunchtime Supervisor

Job Role

Lunchtime Supervisor

Responsible to

Head of School

Supporting the Pupil

- Provide a safe environment for children and take responsibility for supervising and assisting children over the lunchtime period. To make decisions to resolve problems and issues that may arise during the lunchtime period.
- To monitor children in the dining room in order to encourage children to eat healthy, balanced lunches.
- Address any misbehaviour by children and control children's movement around the school to ensure their safety and wellbeing and to manage behaviour using approved sanctions outlined by the school.
- Ensure there is adequate provision of resources, including play equipment and organised games, to keep children occupied during the lunchtime period and to organise the lunchtime period and coordinate duties with colleagues to ensure an appropriate balance of dining and recreation time for children.

Supporting the Teacher

- Liaise with teaching staff to share information, concerns, and issues regarding children to ensure that there is continuity in helping to solve any issues or problems throughout the school.
- Deal with, record and make appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the children during lunchtime. Check, monitor and resolve health and welfare issues, and where necessary refer these to appropriate members of staff.

Supporting the School

- Set up and clear away tables and benches/chairs in dining areas; clean up any spillages of food and drink, and sweep the floors once they have been cleared, to ensure that the dining areas are ready for children to use when required, and that the floors are kept clean and safe.
- Organise and decide on procedures and activities in the event of wet weather and to undertake a regular review of successful and unsuccessful sessions to ensure that children are happy and occupied during the lunchtime period.
- Contribute as a member of a team to the ethos and environment of the school.
- Adhere to need for confidentiality at all times.

Duties & Responsibilities

Person Specification - Teaching Assistant

| ATTRIBUTES/REQUIREMENTS | ESSENTIAL | DESIRABLE |
|--|---|--|
| EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING | <ul style="list-style-type: none"> Educated to at least GCSE level including a good level in English and Maths. Willingness and ability to obtain and/or enhance qualifications and training for development in the post. | <ul style="list-style-type: none"> NVQ Level 2/3 in Childcare or Primary Education or equivalent relevant qualification. Positive Handling Training. First Aid Certificate. |
| RELEVANT EXPERIENCE | <ul style="list-style-type: none"> Experience working in a primary education setting. | <ul style="list-style-type: none"> Working with children with SEN/ASD. |
| KNOWLEDGE AND SKILLS | <ul style="list-style-type: none"> Excellent numeracy, literacy ICT and communication skills. Working knowledge of Foundation Stage or Primary National Curriculum, with knowledge of SEN. Child Protection and Safeguarding Procedures. Understanding the principles of child development. | <ul style="list-style-type: none"> An interest in creative arts. Codes of Practice and Legislation, applicable in school. Working knowledge of SEN Code of Practice/policies and Legislation. Health and Safety Legislation. |
| PERSONAL CHARACTERISTICS | <ul style="list-style-type: none"> Ability to relate well to children and adults. Ability to meet the physical demands required of the job. Positivity, personal resilience, and flexibility. Good organisational skills and to be able to work as part of a team. | |
| CONTRA-INDICATORS | <p>A satisfactory record check being undertaken by the Disclosure and Barring Service.</p> <p>As part of our safer recruitment checks, all applicants will be subject to an online search if shortlisted. The search isn't part of the shortlisting process itself and there will be an opportunity to address any issues of concern that arise during the search at interview.</p> | |

The Trust may, should the need arise and on giving you reasonable advance notice, require you to transfer to another place of work within The Hawksmoor Learning Trust.