

JOB DESCRIPTION

ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL	
JOB TITLE	GRADE
EYFS Teaching Assistant, Lunchtime Supervisor AND After School Assistant	New Merton Scale 5 PT 6

All staff at All Saints' C of E Primary School are expected, throughout their duties

- To promote the positive and Christian ethos of the school
- To show commitment to inclusion through meeting the needs of all learners, including those with SSPs, EHCPs/Statements and individual behaviour plans
- To conduct themselves at all times in a professional manner
- To communicate with colleagues, children and families in a professional and respectful way at all times
- To treat all information relating school, whether obtained formally or informally as strictly confidential
- To follow school protocols relating to communication, particularly those relating to the use of social media

1 CORE JOB PURPOSE

Under the supervision of the class teacher/Leadership Team to undertake a range of directed activities to support the educational and developmental needs of children, to assist teachers in the organisation and maintenance of classroom resources and to contribute to the supervision and welfare of children throughout the school. To supervise the children's play and eating at lunchtimes and After school club.

2 MAIN DUTIES

- To attend to the pupils' learning and personal needs, and implement related individual programmes, including social, health, physical, hygiene, first aid and welfare matters.
- To supervise and support pupils ensuring their safety and access to learning.
- To establish good relationships with pupils, acting as a role model and being aware of, and responding appropriately to, individual needs.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher
- To encourage pupils to act independently as appropriate
- To prepare classroom as directed for lessons and clear away afterwards and assist with the display of pupils' work.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- To provide clerical/admin support – e.g. photocopying
- To support pupils to understand instructions.
- To prepare & maintain equipment/resources as directed by teacher & assist pupils in their use.

- To be aware of & comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To be aware of pupil differences and ensure that all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school
- To appreciate and support the role of other professionals
- To attend relevant meetings as required
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of pupils out of lesson times, e.g. break times
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To supervise the hall and playground throughout lunchtimes.

- a) To supervise and support children undertaking teacher designated activities in a group or on an individual basis and to assist their learning and development by:
- Clarifying and explaining instructions
 - Reinforcing relevant aspects of the planned teaching programme, particularly English and maths.
 - Being sensitive to the requirements of children with special needs and encouraging their participation and independence.
 - Assisting children with the appropriate use of materials and resources, including ICT applications.
- b) To support designated children with special needs through the delivery of appropriate aspects of the Student Support Plan (SSP) as directed by the relevant teacher and to contribute to reviews, if required.
- c) To assist the class teacher with the monitoring of children's progress and the identification and preparation of appropriate materials and resources for teaching or display purposes.
- d) To understand and respond positively to the physical, emotional and behavioural needs of children.
- e) To contribute to effective team practice by attending and participating, as appropriate, in staff meetings and in-service training. To assist with the support offered to parent helpers and children on work experience.
- f) To contribute to the supervisory arrangements for children during break times and on out-of-school activities.
- g) To promote and reinforce school policies, practices and procedures, including an awareness of child protection, and health and safety responsibilities.
- h) To act as a key worker for designated children

3 JOB CONTEXT

Teaching Assistants provide valuable support to qualified teaching staff and are able to make a significant contribution to the education and well-being of children. Most schools will have several Teaching Assistants who will work with groups of children and/or support individual with special educational needs.

4 SUPERVISION

Activities will be directed by the relevant teacher. The Teaching Assistant will carry out the planned activities with individual children or groups of children either within the classroom or at some other location.

5 PROBLEMS AND DECISIONS

The post-holder must exercise responsibility for the welfare and safety of children at all times, intervening where necessary to ensure safe and proper conduct, unless directed otherwise or stated in a behaviour plan

The Teaching Assistant will be expected to respond appropriately to questions or challenges presented by the child/ren being supervised.

6 CONTACTS

Daily involvement with teaching staff, other support staff and children of the school.

Special needs work will normally involve occasional contact with LA staff, including psychologists or other specialists.

Contact with parents and other school visitors, including children on work placements.

7 KNOWLEDGE, EXPERIENCE AND TRAINING

NVQ Level 3 Early years care and education is desired.

A good standard of general education to include GCSE English and Maths at Grade C or above.

Previous experience of working with children in an educational setting.

Some vocational training/qualification in the care, development or education of children is desirable.

Good interpersonal skills with both adults and children.

Basic knowledge of ICT applications and experience of word processing is an advantage.

Must be willing to undertake further professional development.

8 PHYSICAL EFFORT

Some lifting may occasionally be required to move equipment and resources but is not a significant factor.

9 WORKING ENVIRONMENT

Most activities will be undertaken within school premises. Some anti-social behaviour by children may be experienced.

10 EQUIPMENT

Use of computer and other audio visual aids to support teaching and learning activities.

11 GENERAL

This job description sets out the main duties of the post and does not describe in full detail all tasks required to carry them out. It is assumed that other duties of a similar level/nature undertaken within the school are not excluded because they are not itemised.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes; appropriate training will be given to enable the post-holder to undertake this new/varied work. Variation may include temporary duties in the absence of other staff to ensure the smooth running of the school.

13 SPECIAL NOTES OR CONDITIONS.

The post holder will be subject to an enhanced DBS check.