

## **Teaching Assistant and Lunchtime Supervisor Job Description**

**Post:** Teaching Assistant and Lunchtime Supervisor

**Reports to:** Class Teacher, SENCO, Headteacher

**Base Location:** The Weald C of E Primary School

**Grade:** Good Shepherd Trust Scale B

**Job description:** The job description will be reviewed regularly to reflect or anticipate changes to the role, commensurate with the salary and areas of responsibility.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed with the post holder at least once each year, and it may be subject to modification or amendment at any time, after consultation with the post holder.

### **With the academy staff the post holder will:**

- Help to deliver the Sponsor's vision and translate into practice the underpinning Christian values and moral purpose of the Academy
- Establish and maintain effective relationships and communication with all staff at the base Academy, other Trust academies and the Trust central team
- Help to promote the Trust's policies and procedures
- Help to develop a learning culture with high expectations in a safe and secure learning environment

### **Job Purpose and Objectives:**

- Act as a member of a conscientious team, fulfilling responsibilities efficiently and effectively
- Assist in the support and inclusion of all children within the academy
- Work one to one with children, providing appropriately targeted support that facilitates effective learning and sustained progress
- Deliver a programme of support to a timetable outlined by the class teacher or senior leaders, acting on the Headteacher's behalf, which is regularly reviewed and subject to change at any time
- Where appropriate work across Key Stages to fulfil the needs and requirements of the children
- Maintain strict confidentiality, given the close contact with children and other members of the academy's staff, and that any enquiry from a parent is directed to the class teacher, or Headteacher/Senior Leader, immediately without comment
- Attend Learning Support meetings, whether with the Teacher and/or the parents/external agencies pertaining to the review of a pupil with SEN
- The parameters of the Teaching Assistant's tasks are encompassed within the Conditions of Service for School Support Staff



## **Specific responsibilities:**

### Classroom Duties

#### Support the Child

Develop a knowledge and understanding of the range of learning support needs and to develop an understanding of the specific needs of the child/ren in the group/class being supported. Help the child/ren to learn effectively as possible, both in group situations and on their own by:

- Undertaking any specific specialist training to ensure that the child's needs are met
- Following advice given by medical/educational advisors relating to the specific needs of a child
- Clarifying/explaining instructions
- Ensuring (s)he/they can use equipment and materials provided
- Motivating and encouraging as required
- Assisting in any areas where improvement may be required (including personal hygiene)
- Motivating them to concentrate, complete and embed learning activities
- Meeting needs as required, whilst encouraging resilience and independence
- Liaising with the class teacher/Senior Leaders about individual's learning journeys
- Developing and deploying appropriate resources to support the child/ren
- Help the child/ren with all aspects of the curriculum whether individually or in small groups

#### Support the Teacher

- Participate, wherever possible, in the regular, weekly curriculum planning meetings
- Support the promotion of the Curriculum
- Share in the preparation and planning of the Curriculum, observing the class teacher's instructions
- Be adaptable with regard to working on certain sophisticated items of equipment, such as the computer or specific equipment necessary to meet the needs of the child
- Assist, with the teacher (and other professionals as appropriate), in the development of a suitable programme of support (individual learning journey)
- Record and celebrate individual pupil progress in their individual learning journey each time when working with the child
- Suggest new steps to the class teacher, based upon observations made
- Contribute to the maintenance of the child/ren's progress records in paper and electronic format
- Participate in the evaluation of academy support programmes
- Maintain accurate and succinct records about the child/ren's responses to particular tasks, sharing this information with the class teacher at agreed times during the school day

#### Support the Trust/Academy

- Liaise, advise and consult with other members of the team supporting the child/ren when asked to do so.
- Contribute to the reviews of the child/ren's progress
- Attend relevant in-service training
- Follow Trust policies and procedures at all times
- Respect confidentiality issues linked to home/pupil/teacher/school work and keep confidences (external to safeguarding) appropriately
- To follow our academy Behaviour Policy at all times, modelling positive behaviours
- To follow Trust policies and procedures and statutory requirements of legislation concerning Safeguarding, including Child Protection, Single Equalities, Data Protection (GDPR) and Health & Safety



- To report any safeguarding disclosures or concerns about children and/or adults in line with our academy policy and procedures
- To be aware of particular safeguarding concerns that could arise in the classroom e.g. during PE, ICT lessons and to report any concerns in line with our academy policy and procedures
- Teaching Assistants are required to take annual leave during the school holiday periods. Holidays in term time are not permissible.

#### Other Classroom Duties

Under the direction of the assigned class teacher(s) and Senior Leaders deal with the following non-teaching tasks:

- Prepare and clean materials and equipment for use within designated areas and tidy up after use
- Arrange the furniture and resources for group work
- Undertake photocopying, laminating, displaying work etc.
- File children's work
- Attend to the children's personal needs and simple first aid; where a child is causing concern this should be reported, in the first instance, to their class teacher

#### Duties Beyond the Classroom

Under the direction and supervision of the teacher(s)/Key Stage Leader/Senior Leaders carry out the following tasks if and when required:

- Assist with activities involving children outside the classroom
- Accompany groups of children on educational visits, after prior briefing from the teacher(s) leading the trip
- Help in a general way with all visitors and parents coming into the academy

#### Personal Staff Development

- Review, from time to time, progress against agreed objectives, timetables, etc., with the Headteacher (or Senior Leaders), and participate in agreed, further professional development
- Participate in the Trust's performance management/appraisal policy and procedures

#### Break and Midday Supervisory Duties

- To supervise children during break and lunch times
- As a play supervisor to initiate purposeful, engaging and memorable play activities for the children in the playground
- To manage children by engaging in play activities during wet (indoor) break/lunch times
- Assist with the distribution and management of lunches and supervision of pupils as directed by the Senior Leader on duty
- Ensure good levels of hygiene including ensuring that children have clean hands before eating, cleaning of tables as required
- To be mindful of children's allergies
- To work with individual children or groups of children as directed by the Headteacher/Senior Leaders
- To provide basic first aid as required, administered in line with the academy First Aid policy



**The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.**

**Any offer of employment is conditional upon an enhanced certificate issued by the Disclosure and Barring Service, in line with the Rehabilitation of Offenders Act 1974 and the Amendments to the Exceptions Order 1975, 2013 and 2020.**

**In line with the Good Shepherd Trust Safeguarding and Child Protection policy, you will be expected to adhere to all Good Shepherd Trust and school procedures and protocols in relation to safeguarding.**

Name of Post Holder:	
Signature of Post Holder:	Date:
Signature of Line Manager:	Date

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