



We are all part of God's vine and are rooted in His rich soil. We are nurtured and supported so that we may grow and spread out into the world to love and to serve.

*I am the vine; you are the branches.
If you remain in me and I in you,
you will bear much fruit.*

John 15:5

Teaching Assistant Job Description

Job Purpose

To assist the classroom teacher in the provision of learning and educational opportunities for pupils.

Core Responsibilities, Tasks and Duties

- To agree to abide by the staff code of conduct and carry out duties in accordance with Goring C of E Primary School policies, including equal opportunities, safeguarding children and child protection, health and safety at work, etc.
- To share in the vision of the school and promote the school's core values of Belong, Believe and Achieve at all times.
- Under the direction of the class teacher, to provide support to individual children with EHCPs and/or groups of children in or out of the classroom to enable them to engage in learning across all curriculum areas.
- Provide support in such a way to facilitate the child's/children's independent learning, by scaffolding, explanation, encouragement etc.
- To keep records of the activities undertaken by the children where necessary.
- To mark children's work where appropriate.
- To liaise with external services where appropriate, e.g. speech and language therapists, SNA etc., to support with the planning and implementation of specialist 1:1 work.
- To liaise with the SENDCO and to refer to children's EHCPs and Pupil Profiles where appropriate.
- To be willing to undertake periodic whole class supervision in the temporary, short term absence of the class teacher.
- To support the teacher in class organisation and carry out any essential task that is required (e.g. putting up displays, photocopying).
- To meet with class teachers to plan the work of the children and to plan their own work.
- To comment on children's progress and achievement through own observations.
- To undertake training specified by the Headteacher or the DFE.
- Carry out other general duties required by the Headteacher on a day-to-day basis.
- To liaise with other Teaching Assistants when needed (e.g. regarding transition arrangements, organising play mentors).
- Accompany children on school visits during school hours, as and when required by the Headteacher.
- To administer First Aid and to keep up to date with First Aid training.
- To support and engage children in play during playtimes.
- To support children with friendship problems and disagreements with their peers in a positive and constructive manner in-line with the school's behaviour policy.
- To be professional regarding confidential pupil information.
- To agree to performance management annually.

Hours of Work

8.50am – 12.00pm and 1.30pm – 3.20pm

(The hour between 12.00pm – 1.00pm will be to fulfil the lunchtime supervisor job description)

Safeguarding Statement

The school takes its responsibility to safeguard and promote the welfare of children very seriously. All staff have an active part to play in protecting children from harm, and ensuring that the child's welfare is paramount. Everyone working in the school must adhere to the Child Protection and Safeguarding Policy and help to provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child free from discrimination or bullying where children can learn and develop happily.

This job description may be amended at any time in consultation with the postholder.

Lunchtime Supervisor Job Description

We believe lunchtime controllers have a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the children, is valued very highly. Children who are happy and well cared for at lunchtime start the afternoons refreshed and ready to learn.

Job Purpose

To supervise and support the children during lunchtimes.

Core Responsibilities, Tasks and Duties

- To agree to abide by the staff code of conduct and carry out duties in accordance with Goring C of E Primary School policies, including equal opportunities, safeguarding children and child protection, health and safety at work, etc.
- To share in the vision of the school and promote the school's core values of Belong, Believe and Achieve at all times.
- To supervise children eating their lunch whilst encouraging children to eat their food, demonstrate good table manners and clear away their own rubbish when they have finished.
- To ensure children walk around the school building in a calm and safe manner.
- To monitor the playground, cloakrooms and classrooms to make sure pupils are not in unsupervised areas.
- To monitor the use of the toilets to ensure they are being used appropriately.
- To support and engage children in play during lunchtimes, including organising and assisting with games and lunchtime clubs.
- To administer First Aid and to keep up-to-date with First Aid training.
- To inform the class teacher if a child has bumped their head as the child should continue to be observed (a 'head bump' note will need to be written and sent home with the child).
- To support children with friendship problems and disagreements with their peers in a positive and constructive manner in-line with the school's behaviour policy.
- To inform class teachers, and when necessary a member of the SLT, about any significant incidents or accidents that have occurred during lunchtime. Any behavioural incidents should be recorded on the incident form and given to the class teacher.
- To liaise with the SENDCo and to refer to children's EHCPs and Pupil Profiles where appropriate.
- To undertake training specified by the Headteacher or the DFE.
- To liaise with other lunchtime controllers when needed (e.g. organising play leaders).
- To be professional regarding confidential pupil information.

Hours of Work

12.00pm – 1.00pm

Safeguarding Statement

The school takes its responsibility to safeguard and promote the welfare of children very seriously. All staff have an active part to play in protecting children from harm, and ensuring that the child's welfare is paramount. Everyone working in the school must adhere to the Child Protection and Safeguarding Policy and help to provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child free from discrimination or bullying where children can learn and develop happily.

This job description may be amended at any time in consultation with the postholder.

Appendices

For details of the pay and conditions please refer to the School Teachers' Pay and Conditions Document (STPCD), Conditions of Service for School Teachers in England and Wales (Burgundy Book), the National Agreement on Pay and Conditions of Service for support staff (Green Book) and the school's Pay Policy