



JOB DESCRIPTION

ONE ROLE, INCORPORATING THE FOLLOWING: Teaching Assistant (TA) & Lunchtime Supervisory Assistant

TA ROLE:

TA to provide support for pupils, including those with special educational needs.

Main Responsibilities/Duties:

- To assist in promoting the learning and personal development of pupils to whom you are assigned, to enable them to make best use of the educational opportunities available. To aid pupils to learn as effectively as possible both in group situations and on their own by, for example:
 - Clarifying and explaining instruction
 - Ensuring pupils are able to use equipment and materials provided.
 - Motivating and encouraging them as required by providing levels of individual attention, reassurance and help with learning tasks appropriate to their needs
 - Using praise, commentary and assistance to encourage children to concentrate and stay on task
 - Liaising with class teacher, SENCO and other professionals about individual support plans, contributing to the planning and delivery as appropriate
 - Consistently and effectively implementing agreed behaviour management strategies
 - Helping to make appropriate resources to support the pupil
 - To assist, as directed, with the implementation of specific learning and therapy programmes
 - To establish a supportive relationship with children within the class
 - To promote the acceptance and inclusion of the pupils, encouraging all children to interact with each other in an appropriate and acceptable manner
 - To give positive encouragement, feedback and praise to reinforce and sustain children's efforts and develop self-reliance and self-esteem.
 - To feedback to pupils under the direction of the class teacher.
 - To support pupils in developing social skills both in and out of the classroom.
 - To provide regular feedback on pupils' learning and progress to the teacher/SENCO.
 - Under the direction of the teacher, carry out and report on observations of the children, to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
 - To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
 - To develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
 - To maintain confidentiality about issues linked to home/pupil/teacher/school.
 - To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
 - To take part in training activities offered by the school to further knowledge and skills of working with a child with additional needs.
 - To be willing to support playground/break time supervision.
 - To accompany teachers and pupils on educational visits.
 - To be prepared to attend training related to the post, in negotiation with the SENCo.
 - To carry out other duties commensurate with the level of responsibility of the post including admin support for teachers, displays, etc.

Lunchtime role:

Lunchtime Supervisory Assistant to assist with the running of lunchtime under the direction of the Senior Supervisory Assistant.

Main responsibilities/duties:

1. To work under the direction of the Senior Supervisory Assistant.
2. To take part in regular discussion and feedback meetings with the Senior Supervisor.
3. To promote positive behaviour in line with The Portway Code.
4. To administer first aid treatment to pupils as appropriate
5. To promote school policy, especially Health and Safety, Child Protection and Good Behaviour.
6. To be cheerful, flexible and have a genuine liking for children.
7. To make the lunch hour an enjoyable part of the day for the children and staff.
8. To supervise in the dining room, cloakrooms, classrooms and playground
9. To address and intervene to prevent any accidents, poor behaviour and other incidents and, if needed, to report these fully.
10. To ensure the health and safety of the children, especially outside in the playground.
11. To promote play, play games and oversee the equipment.
12. To listen sensitively to children and understand their needs, reporting any issues to the Senior Supervisor.
13. To smile and have a sense of humour.
14. To be calm and tranquil.
15. To be able to work under pressure and use initiative.