

Senior Lunchtime Supervisor / Teaching Assistant

Job Description

Senior Lunchtime Supervisor

To follow the aims and pursue the principles of the school.

To be able to work well within a team.

To supervise children during the lunch hour, in both dining room and playground.

To co-ordinate and manage the Lunchtime Assistant staff ensuring all areas are covered eg hall, playground areas and first aid.

To assist pupils getting their meals at the hatch.

To co-operate with cooks and teaching staff to ensure that lunchtime runs smoothly.

To act with discretion, never discussing children or staff outside school but referring people to the teaching staff or Head as appropriate.

To be aware of and comply with policies and procedures relating to behaviour, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To help with mopping up spills, and tidying the lunch room.

To relate to and play with the children, encouraging them to develop a variety of playground games.

To encourage good table manners, polite behaviour and responsibility among the children.

To be punctual and wear appropriate clothing.

To attend training sessions by arrangement.

Teaching Assistant

Purpose

To work under the instruction / guidance of teaching / senior staff to undertake work / care/ support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Support for Pupils

Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.

Assist with the development and implementation of Individual Education / Behaviour

Plans and Personal Care programmes.

Establish constructive relationships with pupils and interact with them according to individual needs.

Promote the inclusion and acceptance of all pupils.

Encourage pupils to interact with others and engage in activities led by the teacher.

Set challenging and demanding expectations and promote self-esteem and independence.

Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for the Teacher

Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.

Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

Assist with the planning of learning activities.

Monitor pupils' responses to learning activities and accurately record achievement / progress as directed.

Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.

Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

Establish constructive relationships with parents / carers.

Administer routine tests and invigilate exams and undertake routine marking of pupils' work.

Provide clerical / admin. support e.g. photocopying.

Support for the Curriculum

Undertake structured and agreed learning activities / programmes, adjusting activities according to pupil responses.

Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

Prepare, maintain and use equipment / resources required to meet the lesson plans / relevant learning activity and assist pupils in their use.

Support for the School

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.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Contribute to the overall ethos / work / aims of the school.

Appreciate and support the role of other professionals.

Attend and participate in relevant meetings as required.

Participate in training and other learning activities and performance development as required.

Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.

Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group or individual under the supervision of the teacher.

Date:

Signed: