



## **JOB DESCRIPTION – Teaching Assistant, Lunchtime Supervisor**

**Hours: 32.5 hours      8:30am – 3:30 pm with ½ hour unpaid lunch**

**Grade: 4-6 depending on experience**

**Term Time only**

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### **Teaching Assistant**

This job description is subject to current employment legislation and the school's Articles of Government. The appointment is with the governing body under the terms of the National Society Contract. The Teaching Assistant will be responsible to the Headteacher and liaise with the class teachers.

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

#### **Support for pupils**

- attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- supervise and support pupils ensuring their safety and access to learning
- establish good relationships with pupils, acting as a role model and being aware of and responding appropriately 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
- encourage pupils to act independently as appropriate

#### **Support for the teacher**

- prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work
- be aware of pupil problems/progress/achievements and report to the teacher as agreed
- undertake pupil record keeping as requested
- support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- gather/report information from/to parents/carers as directed
- provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

#### **Support for the curriculum**

- support pupils to understand instructions
- support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- support pupils in using basic ICT as directed
- prepare and maintain equipment/resources as directed by the teacher 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 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 lunchtimes
- accompany teaching staff and pupils on visits, trips and out of school activities as required
- assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc

#### **Experience**

- working with or caring for children of relevant age

#### **Qualifications**

- good numeracy/literacy skills
- completion of DFES Teacher Assistant Induction Programme
- participate in development and training opportunities
- First aid training/training as appropriate

#### **Knowledge/Skills**

- appropriate knowledge of first aid
- use basic technology – computer, video, photocopier
- ability to relate well to children and adults
- work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

#### **General**

- 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 equal opportunities for all.
- 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.
- Attend courses as required to maintain and enhance knowledge and skills.

Your duties will be set out in the above job description but please note that the Headteacher reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.



### **Person Specification – Teaching Assistant**

Specification	Essential	Desirable
Education/ Training	Good numeracy/literacy skills	Completion of DFE Teacher Assistant Induction Programme
Relevant Experience	Working with or caring for children of relevant age	Experience of working with staff in a team situation
Relevant Skills/Aptitudes	<p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> <p>Must be committed to the safeguarding of children and young people.</p>	<p>Knowledge of First Aid</p> <p>Use of basic technology – computer, video, photocopier</p>
Special Requirements	<p>Commitment to working with parents and promoting equal opportunities and race equality</p> <p>Energy and enthusiasm</p> <p>Able to support the Christian ethos of the school</p> <p>Ability to occasionally attend meetings/events outside normal hours of work for this post</p> <p>Commitment to promote links with the local church and community</p>	Knowledge of school policies including Child Protection, Health & Safety and Equal Opportunities