Swingate Primary School 

JOB DESCRIPTION Teaching Assistant with lunchtime responsibility

**RESPONSIBLE TO: The Headteacher and Deputy Headteacher**

**The Governors of Swingate Primary School seek to appoint staff who will contribute positively to a culture of teamwork, collaboration and shared responsibility for high standards and performance in order to ensure the children at Swingate Primary School receive the best possible opportunities they can.**

Swingate Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

**PURPOSE OF JOB**

**To assist the teachers in a range of duties to support the educational, emotional and social needs of the pupils.**

**Role**

* To provide teaching support to children, individually or in groups, in all areas of the curriculum, under the guidance of the class teacher
* To liaise with class teachers and the senior teachers in preparation for, and feedback from support sessions, as appropriate.
* To assist in drawing up and undertaking the delivery of the individual pupil learning programmes, whether in withdrawal groups or within the classroom, to ensure delivery of the individual’s targets.
* To prepare differentiated work/materials for pupils’ use (under the direction of a teacher).
* To assist the teacher with observation and monitoring of the progress of children, and in maintaining accurate records.
* To promote positive behaviour, raise self-esteem and improve independent working in children to assist with their education and growth.
* To assist the teacher where necessary with the preparation of the classroom and clearing away of the materials to ensure effective and efficient teaching.
* To liaise with supply staff if covering absence
* To supervise children when on trips
* Where appropriate to assist in the physical well-being of the pupils.
* To supervise in Physical Education lessons and at playtimes to ensure the continued safety of children.
* To supervise pupils in the dining areas, playgrounds and other parts of the school premises at lunchtimes, to ensure the continued safety of children.
* To provide welfare support to the pupils, including undertaking first aid duties (depending on training)
* To assist with associated ancillary duties at lunchtimes, e.g. cleaning up spillages, ensuring tables are clean etc.
* To engage children in developmental play in the playground.
* To participate in In-Service Training and attend staff meetings as required.
* To carry out any other reasonable tasks and duties asked by the Headteacher commensurate with this post.

**PERSONNEL SPECIFICATION**

**The person we are looking for must:**

* Enjoy working with children
* Have a good general education
* Have some computer literacy or be willing to learn and develop computer skills
* Hold NVQ level 2 or better Classroom Assistant qualification or equivalent or be prepared to study for a further qualification
* Possess excellent interpersonal skills, diplomacy and tact for dealing with difficult situations
* Have the ability to work alone or as part of a team and to prioritise own workload
* Have previous experience in assisting with the education of children

**We follow the guidance for good teaching assistants and use the 4 strands for identification of good and better practice.**

**These four standards are not separate but interdependent.**

***Personal and professional conduct***

*Teaching assistants should uphold public trust in the education profession by:*

* ***Having proper and professional regard for the ethos, policies and practices of the school*** *in which they work as professional members of staff.*
* ***Demonstrating positive attitudes, values and behaviours*** *to develop and sustain effective relationships with the school community.*
* ***Having regard for the need to safeguard pupils’ well-being*** *by following relevant statutory guidance along with school policies and practice.*
* ***Upholding values consistent with those required from teachers*** *by respecting individual differences and cultural diversity.*
* ***Committing to improve their own practice*** *through self-evaluation and awareness.*

***Knowledge and understanding***

*Teaching assistants are expected to:*

* ***Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date*** *by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.*
* ***Take opportunities to acquire the appropriate skills, qualifications, and/or experience*** *required for the teaching assistant role, with support from the school/employer.*
* ***Demonstrate expertise and skills in understanding the needs of all pupils*** *(including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.*
* ***Demonstrate a level of subject and curriculum knowledge*** *relevant to their role and apply this effectively in supporting teachers and pupils.*
* ***Understand their roles and responsibilities within the classroom and whole school context recognising*** *that these may extend beyond a direct support role.*

***Teaching and learning***

*Teaching assistants are expected to:*

* ***Demonstrate an informed and efficient approach to teaching and learning*** *by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.*
* ***Promote, support and facilitate inclusion*** *by encouraging participation of all pupils in learning and extracurricular activities.*
* ***Use effective behaviour management strategies consistently*** *in line with the school’s policy and procedures.*
* ***Contribute to effective assessment and planning*** *by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.*
* ***Communicate effectively and sensitively with pupils*** *to adapt to their needs and support their learning.*
* ***Maintain a stimulating and safe learning environment*** *by organising and managing physical teaching space and resources.*

***Working with others***

*Teaching assistants are expected to****:***

* ***Recognise and respect the role and contribution of other professionals, parents and carers*** *by liaising effectively and working in partnership with them.*
* ***With the class teacher, keep other professionals accurately informed*** *of performance and progress or concerns they may have about the pupils they work with.*
* ***Understand their responsibility to share knowledge*** *to inform planning and decision making.*
* ***Understand their role*** *in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.*
* ***Communicate their knowledge and understanding of pupils*** *to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.*

This job description is subject to review by the Headteacher in consultation with the postholder as appropriate to the changing needs of the school.

Teaching Assistant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manger: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_