**‘Growing Together and Branching Out’**



**Lympne Church of England Primary School Job Description: KR 3**

Name:

 Intervention TA/LT Supervisor

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| **JOB PURPOSE** |
| To provide general support to the class teacher in the management and teaching of individual children and groups of children in the classroom. |

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| **Designation of post within management structure** |
| Responsible to the class teacher and line managed by the SENCO/ Senior Teacher. |

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| **Main Duties and Responsibilities** |
| * To support pupils’ learning and to contribute effectively and with confidence to the classes with which you are involved.
* To be familiar with the school curriculum, the age related expectations of pupils, the main teaching methods and the testing/assessment frameworks within the school.
* Under the guidance of the classteacher to play a key role in assisting with lessons by working with small groups of children and individual children on a daily basis within the classroom setting.
* To liaise effectively with the classteacher by utilising planning, advice and guidance to deliver the overall aims and objectives of the lessons they are part of.
* Under the guidance of the classteacher and where appropriate, play a key role in the effective delivery of the provision map for each class.
* When working with a group/ individuals, to mark any pupils’ work in line with the school marking policy.
* To encourage pupil interaction and engagement with teacher led activities.
* To monitor pupils’ response to learning tasks and modify your approach accordingly, be aware of pupil problems and achievements and report to the classteacher appropriately.
* To build and maintain successful relationships with pupils, treat them consistently with respect and consideration and be concerned for their development as learners.
* To provide pupils with social and emotional support with daily ‘check ins’ where needs be.
* To support the classteacher in managing behaviour and keeping pupils on task by following the school policies and any individual behaviour plans that have been put in place.
* To demonstrate and promote the positive values, attitudes and behaviour you expect from the pupils you work with.
* To promote inclusion, act as a role model, show awareness of individual needs and respond to them.
* To have high expectations of all pupils, respect their cultural, social, linguistic, religious and ethnic backgrounds and be committed to raising their educational achievement.

Administrative duties* Be prepared to supervise children for short periods of time if the classteacher needs to be out of the classroom.
* When appropriate to help prepare and maintain classroom materials / resources / displays and assist pupils in their use.
* As required, to undertake pupil record keeping and gather and report information.
* To provide clerical and administrative support e.g. photocopying, filing collecting money etc.
* To comply with policies and procedures relating to child protection, health and safety, welfare, security, equal opportunities, confidentiality and data protection, reporting any concerns to the appropriate person.
* To contribute to the overall aims and targets of the school, support the roles of other members of staff and attend relevant meetings as required.
* To be aware of and take part in the school’s annual appraisal cycle and participate in training and development activities as required.
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**Intervention Role**

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| **Intervention Tasks/Duties** |
| * To be responsible for delivering a range of interventions across the school and the preparation of all relevant materials.
* To collate entry and exit data to measure the success of the relevant intervention.
* To keep records of each intervention and the attendance of children taking part.
* To ensure all interventions are administered in line with the Provision Map Timetable.
* To attend relevant multi agency meetings and provide documentation for reviews.
* To attend relevant pupil progress meetings.
* To liaise with the SENCO and classteacher regularly.
* To attend relevant staff meetings.
* To attend relevant training as identified.
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**L/T Supervisor Role**

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| **Task/Duties** |
| * Supervise the pupils during the lunch hour period to minimise any disruption, ensure their wellbeing and maintain their safety.

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| * Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.
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| * Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils
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| * Assist the pupils, as necessary, during the meal break to ensure their wellbeing. (This may include providing them with a drink, helping with spillages, cutting up food and caring for pupils’ personal needs. This will depend on the type of school).
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| * Ensure plates, etc., are cleared from tables in an appropriate manner
* To maintain a clean and tidy environment and to free up space for any further sittings where applicable.
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| * Ensure once meals are finished that the dining area is wiped down, etc., and is left in a clean and tidy manner to maintain a clean and tidy environment.
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| * Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.
* Supervise, initiate and introduce a range of interactive games at lunchtime for pupils.
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Signed…………………………………………………

Dated………………………………………………….

Headteacher:……………………………………………