



**School:** Holy Family Catholic Primary School  
**Grade:** Kent Range 3  
**Responsible to:** Class Teacher > Academy Principal  
**Job Role:** Teaching Assistant (with potential for one to one work) including Lunchtime Supervisor role.

**Purpose of the Job:**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher. Working on a one – to – one basis with a specific child.

**Key duties and responsibilities:**

To work with and support with children in the class, enabling them to access all areas of the curriculum.

To meet with the class teacher daily to understand the needs of the children and the work that is to be set.

To ensure that there is good communication with all parties involved with working with individuals, while maintaining confidentiality as required by school policy.

To work to secure the highest possible learning outcomes for the children.

To develop flexibility across all year groups as part of the Teaching Assistant team within school.

**Specific Detail:**

- To meet regularly with the class teacher and other agencies to ensure that the needs of the pupils are met.
- To undertake any reasonable tasks, relating to the children, as directed by the class teacher.
- To ensure that all interventions relating to individual children or groups of children are carried out, recorded and monitored, in line with school policy.
- To ensure that resources are prepared and ready to support learning, as required.
- To report back to the class teacher on the progress both within the lesson and over time.
- To ensure that any concerns are passed on to the class teacher, regarding all aspects of learning and behaviour.
- To be proactive within the lesson to improve the learning experience.
- To comment in the child's books, in line with the school marking policy.
- To be accountable to your line manager or the Academy Principal.
- To maintain and adhere to the policies of the school, relating to confidentiality.
- To be familiar with the school policies that relate to your role.
- To ensure a proactive support of the safeguarding of all pupils at all times.
- Support the personal welfare for pupils at all times; this may include dealing with personal or toileting issues.

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
- Support pupils to understand instructions support independent learning and inclusion of all pupils.
- Support the teacher in behaviour management and keeping pupils on task.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
- Understand and support independent learning and inclusion of all pupils as required.
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care.
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).

**Teaching Assistants in this role may also be required to undertake some or all of the following:**

1. Record basic pupil data.
2. Support children's learning through play.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Invigilate exams and tests.
7. Assist pupils with eating, dressing and intimate care and hygiene, as required, whilst encouraging independence.

### **Lunchtime supervisor role**

Allocated to a specific class, but working as part of a team, the midday role includes supervising meals, using IT equipment to record meals taken, clearing and storing table, benches and equipment after use in addition to indoor/outdoor supervision on the school field and playground.

- Support the play leaders (pupils) in instigating games and play for other pupils.
- Support pupils in ensuring the school behaviour policy is adhered to.
- Administering first aid as required and recording as required within school policy.

## **Person Specification**

Applicants should described in their application how they feel they meet these criteria:

	Criteria
Qualifications	<ul style="list-style-type: none"><li>• Level 2 Diploma (or equivalent) working at or towards professional standards for HLTA</li><li>• GCSE English and Maths grade 5 or above (or equivalent)</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience as Teaching Assistant in a Primary Education environment</li><li>• Experience as a one to one teaching assistant Minimum 1 year experience as Teaching Assistant</li><li>• Successful relevant experience of working with children of relevant age within a learning environment.</li><li>• Evidence of previous administration and organisational knowledge</li></ul>
Skills and Abilities	<ul style="list-style-type: none"><li>• Developed skills for communicating with individual, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.</li><li>• Ability to engage and enthuse children in a learning environment</li></ul>
Knowledge	<ul style="list-style-type: none"><li>• Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.</li><li>• Good understanding of child development with the ability to apply behaviour management policies and strategies, which contribute to a purposeful learning environment.</li><li>• Good understanding of the requirements of safeguarding for pupils in an education environment</li></ul>