



St Clement's Church of England Primary School

JOB DESCRIPTION

SCHOOL	St Clement's Primary School
JOB TITLE	Teaching Assistant with Mid Day Supervisor Responsibilities
GRADE	APLb
REPORTS TO	Class Teacher and SLT
DATE	JULY 2024

JOB PURPOSE

The TA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

MAIN DUTIES AND RESPONSIBILITIES

- Under the instruction/guidance of a teacher support pupils within the school, including those who are identified as Pupil Premium, CiC, SEND, More Able, EAL or in any other vulnerable group
- Follow the school's Behaviour Policy and any Individual Behaviour Plans
- Assist pupils in the use of resources, including IT
- Maintain pupil's interests and motivation
- Support individuals and groups with work assigned by the teacher in raising core skills
- To be aware of pupil's individuality, achievements, progress and report or record as agreed with class teacher
- Establish a constructive relationship with pupils and interact with them according to individual needs
- Provide feedback to pupils and parents in relation to progress and achievement under the guidance of a teacher
- Provide support for learning activities by making a contribution to supporting a teacher in the planning and evaluation of learning activities
- Make a contribution to organising safe and secure learning environments in which children have the opportunity to interact and explore
- Contribute information to pupil records (e.g. assessment information)
- Build effective partnerships with parents
- Monitor pupil's responses to learning activities and record achievement/progress as directed
- Participate in training and other learning activities and performance development as required

'They will soar on wings like eagles ...'

' Isaiah 40:31

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- Contribute to the overall ethos and aims of the team and school and attend and participate in relevant meetings as required
- Supervise and support pupils during lunchtime
- Carry out break duties and other supervisory roles as required
- Support the school by attending off site trips as required
- Design and create displays
- Adhere to school policies and any school-specific procedures / rules that apply to this role.
- Develop effective professional relationships with colleagues

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Assist pupils, on an occasional basis, with personal hygiene routines including toilet training, changing of incontinent /sick children, dressing and undressing
- Look after children who are upset or have had accidents or are unwell

Professional development

- Help keep their own knowledge and understanding 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 build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

ADDITIONAL DUTIES AND RESPONSIBILITIES

- As a midday supervisor, be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained, encouraging safe and fun play.

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Signed (Employee):

Dated:

Signed (Headteacher):

Dated:

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Person specification: Teaching Assistant

CRITERIA	QUALITIES	ESSENTIAL OR DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> ➤ GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths ➤ First-aid training, or willingness to complete it ➤ NVQ Level 3 Teaching Assistant/Learning Support or equivalent 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
Experience	<ul style="list-style-type: none"> ➤ Experience working in a school environment or other educational setting ➤ Experience working with children / young people ➤ Experience planning and delivering learning activities 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good literacy and numeracy skills ➤ Good organisational skills ➤ Ability to build effective working relationships with pupils and adults ➤ Skills and expertise in understanding the needs of all pupils ➤ Knowledge of how to help adapt and deliver support to meet individual needs ➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ➤ Excellent verbal communication skills ➤ Active listening skills ➤ The ability to remain calm in stressful situations ➤ Knowledge of guidance and requirements around safeguarding children ➤ Good ICT skills, particularly using ICT to support learning ➤ Understanding of roles and responsibilities within the classroom and whole school context 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

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Personal qualities	➤ Enjoyment of working with children	Essential
	➤ Sensitivity and understanding, to help build good relationships with pupils	Essential
	➤ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school	Essential
	➤ Commitment to maintaining confidentiality at all times	Essential
	➤ Commitment to safeguarding pupil's wellbeing and equality	Essential
	➤ Resilient, positive, forward looking and enthusiastic about making a difference	Essential
	➤ Capacity to inspire, motivate and challenge children and young people	Essential

Signed (Employee):

Dated:

Signed (Headteacher):

Dated:

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