



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: _____