



TEACHING ASSISTANT WITH LUNCHTIME SUPERVISION

VALLEY INVICTA PRIMARY SCHOOL AT
EAST BOROUGH



JOB DESCRIPTION	
Job Title	Teaching Assistant/Lunchtime Supervisor
Grade	VIAT 2
School / Department	Valley Invicta Primary School
Base	East Borough
Hours	25 hrs
Reports to	Class Teacher
Accountable to	Head of School

Job Summary

- 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.

Key Responsibilities

- Work with individuals or small groups of pupils under the direct supervision of the classroom teacher
- Support pupils to understand instructions to support independent learning and inclusion of all pupils.
- Support the teacher in behaviour management – following the school's policy at all times.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Enhance learning environment and prepare resources, including photocopying, filing and the display and presentation of pupils' work and contribute to maintaining a safe environment.
- Assist with break-time supervision including facilitating games and activities.

Teaching Assistants in this role may also undertake some or all of the following:

- Record basic pupil data.
- Support children's learning through play.
- Deliver high quality intervention to individual or small groups outside of the main lesson. Collect data to evidence impact.
- Cover the class on occasion in the absence of the class teacher.
- Assist with escorting pupils on educational visits.
- Support a child on a 1:1 basis.
- Support pupils in using basic ICT.
- Invigilate exams and tests.
- Assist with 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 will also undertake lunchtime supervision. This would be for 30 minutes per day and could include the following duties:

- Setting up / putting away chairs and tables.
- Supervising pupils eating and encouraging them to try new foods.
- Clearing and cleaning tables.
- Facilitating games on the playground.
- Interacting positively with the children.
- Intervening in disputes or incidents of unwanted behaviour and following the school policy to resolve these.
- Liaising with colleagues effectively.
- Reporting concerns to class teachers or senior leads.
- Administering first aid.

Additional Expectations:

- To be a role model for the children by demonstrating our Core Values at all times.
- To access planning shared by the teacher and seek clarification if unsure.
- To access school emails and keep abreast of what is happening in school.
- To support the wider school curriculum / activities.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION	
Qualifications	Level 1 or 2 Diploma (or equivalent) with proficient practical skills. OR – have been employed at East Borough until now in a TA role.
Experience	Previous experience of working with children in a school or nursery setting.
Knowledge	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
Skills	Numeracy and literacy skills Basic IT skills Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. The ability to encourage pupils to interact with others and be socially responsible.
Attributes	Patience Empathy Adaptability Strong communication skills