



Post	Teaching Assistant & MDS
Pay Grade	KSA (8.30am-3.30pm, 32.5 hours per-week, with a daily 30-minute break)
Responsible To	Line Manager

Main Purpose

To work with teachers to support teaching and learning, providing assistance to pupils and staff under the direction and guidance of a classroom teacher.

To supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

All members of the school community are expected to display a commitment to child protection and safeguarding, complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Duties & Responsibilities

Teaching Assistant

- 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 those who are disadvantaged.
- Support pupils to understand instructions support independent learning and inclusion of all pupils, including 1:1 support where required
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support pupils, in class and through play, in social and emotional well-being, reporting to the teacher as appropriate
- Prepare and clear up the learning environment, including the display and presentation of pupils' work and contribute to maintaining a safe environment.
- Assist with pupils' personal needs including first aid, 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).
- Show a commitment to professional development by participating in relevant CPD.

Midday Supervision

- Put out tables (where applicable), and set with cutlery and beakers in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.
- 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.
- Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils.
- Support pupils to develop their independence when getting a drink, helping with spillages, cutting up food, clearing tables, etc.
- 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.
- 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.



“Learning to work together;
working together to learn.”



- Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.
- To initiate, facilitate and encourage pupil participation in a varied programme of group play/games/activities, helping with and promoting pupil responsibility with tidying away.
- To encourage positive interaction and play between pupils to promote inclusion and sharing.
- To encourage good behaviour in accordance with agreed school behaviour policies and playground rules.
- To report any incidents to the class teacher to ensure continuity/communication between the playground and the classroom.
- To work safely and encourage safe behaviour from children, demonstrating an awareness of health and safety regulations.
- Show a commitment to professional development by participating in relevant CPD.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Level 1 or 2 Diploma (or equivalent) with proficient practical skills
Experience	<ul style="list-style-type: none"> • Previous experienced of working with children
Skills And Abilities	<ul style="list-style-type: none"> • Numeracy and literacy skills • Basic IT skills • Have the ability to relate well to children and adults, understanding their needs and be able to respond accordingly • Good influencing skills to encourage pupils to interact with others and be socially responsible • Ability to recognise and deal with emergency situations • Ability to communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities
Knowledge	<ul style="list-style-type: none"> • Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality • Require knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable



“Learning to work together;
working together to learn.”