**Teaching Assistant Job Description with Lunchtime Supervision**

**Line Managed by:** Class Teacher

**Performance Management Leader**: Class Teacher / Senior staff member

**Hours:** 8.30am – 3.30pm with a 30 minute lunch break term. Term time only (190 days)

**Pay Grade:** VIAT 2 (£17,943 – £18,440)

**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.

To meet the needs of pupils with a high level of need in a 1:1 situation, under the guidance of the Inclusion Manger and Class Teacher.

**Key duties and responsibilities:**

1. Work with individuals or small groups of pupils under the direct supervision of teaching staff and provide feedback to the teacher or Inclusion Manager.

2. Support pupils to understand instructions support independent learning and inclusion of all pupils

3. Support the teacher in behaviour management – following the school’s policy at all times.

4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate

5. 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.

6. Assist with the supervision of pupils with additional needs, or general lunchtime supervision, as required.

7. Undertake a break duty.

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

1. Record basic pupil data

2. Support children’s learning through play

3. Deliver high quality intervention to individual or small groups of children outside of the main lesson.

4.Cover the class on occasion in the absence of the class teacher

5. Assist with escorting pupils on educational visits

6. Support pupils in using basic ICT

7. Invigilate exams and tests

8. 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

**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.

**Teaching Assistants in this role may also undertake lunchtime supervision.**

This would be for1 hour & 10 minutes per day (12.20 – 1.30) and could include the following duties:

* Setting up / putting away of 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
* Administering first aid
* Supporting the provision for pupils with additional needs

**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.

The following outlines the criteria for this post.

|  |  |
| --- | --- |
|  | **CRITERIA** |
| **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 experienced of working with children in a school or nursery setting |
| **SKILLS AND ABILITIES** | 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 |
| **KNOWLEDGE** | Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality  Knowledge of a range of strategies to support children in the classroom with behaviour for learning / differentiation. |