|  |  |
| --- | --- |
|  |  |
| **Grade:** | **NJC Scale 2/3 Point 3** |
| **Responsible to:** | **Line Manager** |

**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. You will also be required to cover for lunch duties each day as a Lunchtimes Supervisor (NJC Scale 1 Point 1)

**Key duties and responsibilities:**

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff, marking and providing feedback to the teacher

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

3. Support the teacher in behaviour management and keeping pupils on task

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.

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. Assist with break-time supervision including facilitating games and activities

4. Assist with escorting pupils on educational visits

5. Support pupils in using basic ICT

6. Invigilate exams and tests

7. 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

8. Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher

Person Specification: Teaching Assistant – NJC Scale 2/3 Point 3

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|  |  |
| --- | --- |
|  | **CRITERIA**  |
| **QUALIFICATIONS** | Level 2 Diploma (or equivalent) with proficient practical skills. |
| **EXPERIENCE** | Previous experienced of working with children |
| **SKILLS AND ABILITIES** | Numeracy and literacy skillsBasic IT skillsHave the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.Good influencing skills 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 |

|  |  |
| --- | --- |
|  |  |
| **Grade:** | **NJC Scale 1 Point 1** |
| **Responsible to:** | **Line Manager** |

**Purpose of the Job: Lunchtime Supervisor**

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

**Key duties and responsibilities:**

|  |
| --- |
| 1. 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.
 |
| 1. 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.
 |
| 1. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils, checking that pupils have or are provided with a drink and/or that sufficient amounts of their meal has been eaten.
 |
| 1. Where applicable prepare hot or cold meals based on agreed menus, clean and tidy equipment at the end of each session.
 |
| 1. Assist the pupils, as necessary, during the meal break to ensure their wellbeing. (This may include providing them with a drink, helping with spillages, cutting up food and caring for pupils’ personal needs.
 |
| 1. Ensure plates, etc., are cleared from tables in an appropriate manner

 to maintain a clean and tidy environment and to free up space for any further sittings where applicable. |
| 1. 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.
 |
| 1. 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.
 |
| 1. Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.
 |

**Person Specification:** Lunchtime Supervisor

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|  |  |
| --- | --- |
|  | **CRITERIA**  |
| **QUALIFICATIONS** | * You will not need previous specific experience or qualifications. Recent school leaves will have evidence of basic educational achievements or qualifications.
* First Aid qualification would be an advantage.
 |
| **EXPERIENCE** | * None.
* Previous experience of working with children would be an advantage.
 |
| **SKILLS AND ABILITIES** | * Ability to Communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities.
* Ability to recognise and deal with emergency situations.
* May require knowledge to enable the post holder be responsible for the safe use of equipment.
 |
| **KNOWLEDGE** | * Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.
 |