

# **SEVENOAKS PRIMARY SCHOOL**



## **JOB DESCRIPTION FOR TEACHING ASSISTANT WITH LUNCHTIME SUPERVISION – 1 YEAR FIXED TERM**

### **Job Purpose**

Support the class teacher in the teaching and welfare of children to ensure they attain the targets set under provision mapping.

### **Job Context**

TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of the class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have good communication skills, to be able to inform, persuade, inspire and motivate pupils and provide other feedback to other professionals and parents as required.

### **Accountabilities**

#### **Teaching and learning**

1. Assist in the educational and social development of pupils under the direction and guidance of the head teacher, Inclusion Manager and class teachers.
2. Assist in the implementation of provision maps for the children and help monitor their progress
3. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
4. Work with other professionals, such as speech therapists and occupational therapists, as necessary
5. Assist class teachers with maintaining pupil records
6. Support children with emotional or behavioural problems and help develop their social skills
7. Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
8. Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.

#### **Administrative duties**

1. Prepare and present displays of children's work
2. Support class teachers in photocopying and other tasks in order to support teaching
3. Undertake other duties from time to time as the head teacher requires

## **Standards and quality assurance**

1. Support the aims and ethos of the school
2. Attend team and staff meetings
3. Undertake professional duties that may be reasonably assigned by the head teacher
4. Be proactive in matters relating to health and safety
5. Be flexible and go where needed as part of a team

## **Lunchtime Supervision – Playground (30 minutes per day)**

1. Help in setting out and packing away the various games and activities as instructed
2. Assist and support the children in actively participating in the activities
3. Notify the class teacher / teaching assistant of any child not participating or excluded on a regular basis
4. Provide feedback to the PE Manager and Senior Midday Supervisor on the success or otherwise of the different activities and if any resources need replacing

## **Competencies**

Challenge and support – expresses positive expectations

Creating trust – actively contributes

Flexibility – keeps an open mind

Initiative – seizes opportunities and sorts out problems

Managing pupils – gets pupils on task/keep pupils informed

Respect for others – listens/values others

Team working – helps and supports others/shares information