**‘Growing Together and Branching Out’**



**Lympne Church of England Primary School Job Description: KR 3**

Name:

Floating TA/LT Supervisor

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| **JOB PURPOSE** |
| To provide general support to the class teacher in the management and teaching of individual children and groups of children in the classroom.  To provide support to children during the lunch hour. |

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| **Designation of post within management structure** |
| Responsible to the class teacher and line managed by the SENCO/ Senior Teacher. |

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| **Main Duties and Responsibilities** |
| * To support pupils’ learning and to contribute effectively and with confidence to the classes with which you are involved. * To be familiar with the school curriculum, the age related expectations of pupils, the main teaching methods and the testing/assessment frameworks within the school. * Under the guidance of the classteacher to play a keyrole in assisting with lessons by working with small groups of children and individual children on a daily basis within the classroom setting. * To liaise effectively with the classteacher by utilising planning, advice and guidance to deliver the overall aims and objectives of the lessons they are part of. * Under the guidance of the classteacher and where appropriate, play a key role in the effective delivery of the provision map for each class. * When working with a group/ individuals, to mark any pupils’ work in line with the school marking policy. * To encourage pupil interaction and engagement with teacher led activities. * To monitor pupils’ response to learning tasks and modify your approach accordingly, be aware of pupil problems and achievements and report to the classteacher appropriately. * To build and maintain successful relationships with pupils, treat them consistently with respect and consideration and be concerned for their development as learners. * To provide pupils with social and emotional support with daily ‘check ins’ where needs be. * To support the classteacher in managing behaviour and keeping pupils on task by following the school policies and any individual behaviour plans that have been put in place. * To demonstrate and promote the positive values, attitudes and behaviour you expect from the pupils you work with. * To promote inclusion, act as a role model, show awareness of individual needs and respond to them. * To have high expectations of all pupils, respect their cultural, social, linguistic, religious and ethnic backgrounds and be committed to raising their educational achievement.   Administrative duties   * Be prepared to supervise children for short periods of time if the classteacher needs to be out of the classroom. * When appropriate to help prepare and maintain classroom materials / resources / displays and assist pupils in their use. * As required, to undertake pupil record keeping and gather and report information. * To provide clerical and administrative support e.g. photocopying, filing collecting money etc. * To comply with policies and procedures relating to child protection, health and safety, welfare, security, equal opportunities, confidentiality and data protection, reporting any concerns to the appropriate person. * To contribute to the overall aims and targets of the school, support the roles of other members of staff and attend relevant meetings as required. * To be aware of and take part in the school’s annual appraisal cycle and participate in training and development activities as required. |

**Floating Role**

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| **Tasks/Duties** |
| * To support learning across a range of year groups and subjects in the afternoons. * To provide support with a range of activities – both practical and theoretical, as well as preparing resources. * To support behaviour for learning in classes where directed. * To be flexible and understanding of the changing dynamics of this role. * To carry out tasks as directed by the relevant classteacher. * To carry out dyslexia screening and dyslexia support. * To carry out any administrative duty as directed by classteacher/SENCO. |

**L/T Supervisor Role**

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| **Task/Duties** |
| * Supervise the pupils during the lunch hour period to minimise any disruption, ensure their wellbeing and maintain their safety.  |  | | --- | | * 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 | |  | | * 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. This will depend on the type of school). | | * 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. | | * 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. * Supervise, initiate and introduce a range of interactive games at lunchtime for pupils. * Organise the deployment of additional MDMS outside/inside.   **Orange Room** | | * Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly. * Provide emotional support for pupils during lunch hour. * Provide a range of stimulating activities for the most vulnerable children. * Supervise and facilitate an effective handover for pupils at lunchtime. | |

Signed…………………………………………………

Dated………………………………………………….

Headteacher:……………………………………………