**KR3 Teaching Assistant Job Description**

**‘A place where everyone can flourish’ (John 10:10)**

**JOB DESCRIPTION: Teaching Assistant with lunch supervision**

**Salary: Kent Range 3**

**Responsible to:** The Phase Lead

**MAIN PURPOSE OF THE JOB**

The Teaching Assistant will be a member of a multi-disciplinary team,

under the leadership and supervision of the teacher/senior staff. They will work with

individuals/groups to supervise physical/general care of pupils, including those

with SEN. They will enable access to fun and engaging learning for all pupils and assist the teacher in the management of pupils and the classroom.

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

**SUPPORT FOR PUPILS**

* Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
* Assist with the development and implementation of Education Health Care Plans / Behaviour Plans and Personal Care programmes
* Establish constructive relationships with pupils and interact with them according to individual needs
* Promote the inclusion and acceptance of all pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Set challenging and demanding expectations and promote self-esteem and independence
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
* Support pupils during break and lunch.

**SUPPORT FOR TEACHERS**

• Create and maintain a fun, purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work

• Use strategies, in liaison with the teacher, to support pupils to develop academically, socially and emotionally

**JD TA General**

 • Assist with the planning of fun and engaging learning activities

 • Monitor pupils' responses to learning activities and accurately record achievement/progress as directed

 • Provide detailed and regular feedback to teachers on pupil’s achievement, progress, well-being etc.

 • Promote good pupil behaviour, dealing promptly with conflict and incidents

in line with established policy and encourage pupils to take responsibility for their own behaviour

 • Establish constructive and supportive relationships with parents/carers and pupils

 • Administer routine assessments and undertake routine marking of pupils' work

 • Provide clerical/admin support eg. photocopying, typing, filing,

**SUPPORT FOR THE CURRICULUM**

• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses

• Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher

• Support the use of ICT in learning activities and develop pupils' competence and independence in its use

• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

**SUPPORT FOR THE SCHOOL**

• Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person/ using our CPOMS online recording system

• Be willing and able to uphold and promote the Christian Vision and Ethos of the School

• Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate

• Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop

• Contribute to the overall ethos/work/aims of the school

• Appreciate and support the role of other professionals

• Attend and participate in relevant meetings as required

• Participate in training and other learning activities and performance development as required

• Assist with the supervision of pupils out of lesson times, including lunchtime and breaks

•To support the wider school community by attending events such as Summer Fair, sporting events and special services at Tunstall Church

**Signature of post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /**

**Signature of Headteacher:**

"Tunstall CEP School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure application to the Criminal Records Bureau and check against the ISA barred list for Children."