



Aldington Primary School

Job Description - Teaching Assistant – to include working with pupils with AEN
Midday Meals Supervisor

Post: Teaching Assistant - to include working with pupils with AEN

Pay scale: Kent Scheme 3

To whom responsible: The Class Teacher / Inclusion Manager / Headteacher

Staff for whom responsible: None

To work with and under the guidance of class teachers on the production of school and classroom displays. To help generate ideas for interactive displays which could include elements of 3-D work; prepare resources; work with children and change displays around the school.

To work under the direction and guidance of the Headteacher, Inclusion Manager and class teacher, to assist in the educational and social development of the pupils.

Participate in the implementation of individual education programmes for pupils as designated by the SENCO and teaching staff. Duties may include monitoring the progress of pupils educationally and/or socially.

To provide support for the individual children within a group or class situation to enable them to participate fully in class activities; to be prepared to work with small groups of children both in and out of class.

Work with individual programmes devised by other professions, eg. Speech therapists, occupational therapists, as necessary.

Provide teaching support in small groups and where necessary be assigned to individual pupils in order to aid the teacher.

Liaise with the class teacher to understand the objectives of each session.

Assist the teacher with observation and monitoring of the progress of the children, both educationally and socially, maintaining accurate records, in order to ensure documentation of all interventions with the children.

Support those pupils agreed with the Headteacher and Inclusion Manager with emotional or behavioural problems and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.

Promote positive behaviour patterns, raise self-esteem, and improve independent working in children to assist their education and growth.

Tend to the hygiene and physical needs of individual pupils.

Supervise in PE lessons and at playtime to ensure the safety of the children, participate and supervise pupils in off-site activities.

Participate and supervise pupils in off-site activities as directed by the headteacher, Inclusion Manager and/or class teacher, eg. Educational trips, walks, etc.

Complete written observations on outcomes of work undertaken and reports about children who are displaying particular needs.

Have due regard for the health and safety of yourself, your colleagues, pupils and visitors. Also to have a duty in law under the Management of Health and Safety Regulations 1992 to report any shortcomings in the employer's health and safety arrangements. Reporting minor hazards through Health and Safety concern forms but significant hazards directly to the Headteacher or Deputy immediately.

Take normal precautions not to place themselves in a vulnerable position with relation to child protection issues.

Carrying out such other duties as the Headteacher may from time to time require.

Post: Midday Meals Supervisor

Pay scale: Kent Scheme 3

- **To whom responsible:** Headteacher
- **Staff for whom responsible:** None
- Under the direction of the Headteacher, the post holder will be responsible for working as part of a team to maintain pupil safety and enjoyment during the lunch break at school. This includes:
 - Ensuring the playground and dining hall are safe
 - Ensuring children have clean hands prior to starting their midday meal.
 - Working with colleagues to ensure the organisation of school lunches and packed lunches.
 - Using the School behaviour policy to establish and maintain the appropriate behaviour of children.
 - Helping children to manipulate knife and fork; encouraging good manners at the table.
 - Clearing plates and debris during lunch time to ensure a clean environment for eating.
 - If time allows assisting the cook in sweeping the floor and putting the chairs and tables away.
 - Cleaning up and giving basic first aid to pupils in need using the first aid bag supplied for use on the playground.
 - Be aware of children who are going to the toilet.
 - Bringing in injured pupils and report any accident or incident, needing further treatment to the School Secretary (based in School Office).
 - Completing written observations/reports about children who are displaying particular needs.
 - Supervising and enriching playtime both inside and outside (clement and inclement weather) whilst maintaining the school rules.
 - Promoting positive play experiences for the children through leading and guiding play activities.
 - Supervising children tidying up any agreed play equipment (as agreed with Headteacher) and ensure this is stored away tidily.
 - Liaising with teachers and Teaching Assistants about the needs of particular pupils.
 - Being adaptable when the school's events require adaptations of times/numbers etc.
 - Ensuring complete and absolute confidentiality about pupils, staff, parents and school affairs of which you may become aware in the course of your work.
 - Ensuring you have understood issues discussed in the school prospectus and staff handbook.
 - Working with pupils during lunchtime as the need arises.
 - Covering for absent Midday Supervisor colleagues as the need arises.
 - Supervising children at the end of the lunch break until a member of the teaching staff is present to send pupils to their classrooms or take responsibility in the case of inclement weather.
 - Inform Headteacher/Deputy Headteacher of playground incidents such as poor behaviour or Health & Safety issues.

- Having due regard for the health and safety of yourself, your colleagues, pupils and visitors. Also, having a duty in law under the Management of Health and Safety Regulations 1992 to report any shortcomings in the employer's health and safety arrangements; reporting minor hazards through Health and Safety concern forms but significant hazards directly to the Headteacher or Deputy immediately.
- Carrying out such other duties as the Headteacher may from time to time require.

Signed:..... Date:.....

Signed:..... Headteacher