

Teaching Assistant (Including Lunchtime Supervision) Job Description

Grade: Kent Range 3

Responsible to: SENCO and Deputy Headteacher

Job Summary

- To support the class teacher in the teaching and welfare of targeted children and children with special educational needs. Where necessary this may include their toileting and medical needs.
- To follow the targets set for English and Mathematics and or targets set under the child's Individual Provision Plan or SEN support plan.

Personal Specifications

Appropriate English and Mathematics qualifications and skills are important in order to give the correct information to children learning in the classroom. Clear writing skills are also significant.

A TA must have an empathetic and good working relationship with children, be prepared to work unaffected by children with disabilities and be positive at all times. They must be willing to get their hands dirty, and be 'unfazed' by clearing up various kinds of mess. Excellent communication skills are vital as some children may be autistic or have behavioural difficulties. A good relationship with the parents is also important. It is important that the post holder can fit in with the ethos of the school and its ways of working, and be able to work under specific instructions from Headteacher, Class teachers and the SENCO.

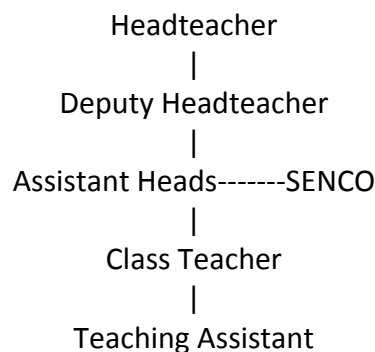
A TA will preferably have had previous experience with assisting in the tutoring of children, for example as a volunteer parent listening to and assisting reading.

Principle Duties and Responsibilities

1. Provide teaching support in small groups and where necessary on an individual basis.
2. Assist in supporting the delivery of the individual learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the individual's targets.
3. Assist the teacher with observation and monitoring of the progress of children and maintaining accurate records.
4. Promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth.
5. Assist the teacher where necessary with preparation (and clearing away) of the classroom and materials to ensure effective and efficient teaching.
6. Supervise in Physical Education lessons, at playtimes and lunch times as appropriate, to ensure the continued safety of all the children.

7. To manage the toileting and medical needs of specific pupils.
8. As part of their role, TAs provide some lunchtime supervision
 - TAs on lunchtime duty should be on hand to supervise entry into the canteen and main hall; make sure water is available and assists with the general cleaning of tables. When the sitting ends the TAs assist in cleaning tables, laying up for second sitting and clearing of any remaining plates.
 - TA/Supervisors remain on playground duty throughout the lunch time period. During wet playtimes these TA/Supervisors will distribute themselves between the classrooms needing supervision. With an assigned TA/supervisor on First Aid duty.
 - Any incidence of bad language, bullying, bad manners or refusal to obey a TA/Supervisor should be reported to the Headteacher or Deputy Headteacher who will deal with the individual children.
 - At bell time the TA/Supervisors assist with lining up children so that they can enter class and remain with the Infant classes until their teacher arrives.

Organisation (no line management responsibility)



Salary

Kent Range (April 2020) KR3 (£18,039), pro rata'd for hours per week and 38 weeks per year, term time only. The successful candidate may be placed in any year group from YR-Y6.