



Larmenier & Sacred Heart Catholic Primary School

JOB DESCRIPTION: Early Years Based Teaching Assistant

GRADE: Scale 3

CONTRACT: Full Time – 27.5 hours per week (Term time only - 39 weeks)

This job description is founded on the principles as expressed in our Mission Statement. All staff are employed by the Governing Board under the terms and conditions of the Catholic Education Service contract.

Members of staff should at all times work within the time framework provides by the school's policy statements to fulfil the general aims of the School Improvement Plan.

MAIN PURPOSE

The Early Years Based Teaching Assistant will:

- Work under the direction class teachers and senior staff to support the learning and raise attainment of pupils in the Early Years Foundation Stage (EYFS)
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

DESCRIPTION OF DUTIES

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced EYFS curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a positive and safe learning environment
- Organise and manage teaching spaces and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate
- Read and understand lesson plans shared prior to lessons, if available
- Prepare classrooms for lessons

Working with colleagues, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents/carers under the

direction of the class teacher

- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals (as appropriate), so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents/carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organization, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the wider life and Catholic ethos of the school.

Safeguarding and health & safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and the school's Safeguarding and Child Protection Policy, ensuring that prompt reporting of any concerns is made to the Designated Safeguarding Lead (of a Deputy Safeguarding Lead).
- Look after children who are upset or have had an accident

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behavior, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values, and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other areas of responsibility

The EYFS based TA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Staff Code of Conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



Larmenier & Sacred Heart Catholic Primary School

JOB DESCRIPTION: Lunchtime Meals Supervisor

GRADE: Scale 2

CONTRACT: Part Time – 5 hours per week (Term time only - 39 weeks)

MAIN PURPOSE OF THE JOB

A Lunchtime Meals Supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the lunchtime runs effectively and that the safety and welfare of pupils is maintained.

DESCRIPTION OF DUTIES

Supervision

- Supervise pupils in in the lunch hall, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch, reporting any concerns to the class teacher or Senior Leader as appropriate.
- Monitor pupils' engagement at playtime feed back any concerns to class teachers

Organisation

- Support with the cleaning and the setting up of tables between lunch sittings
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feed back concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- Make sure children tidy up after themselves in the lunch hall and when using play resources/equipment
- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's Behaviour and Discipline Policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's Behaviour and Discipline Policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

Safeguarding

- Make sure pupils remain on the school premises during break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.