



# Rumboldswyke Church of England Primary School

'Love life, love learning, love God's world'

**Job title:** Inclusion Teaching Support Assistant

**Salary:** NJC Grade 4, point 5      **Annual Salary :** £25,583 pro rata

**Hourly rate:** £13.26

**Hours:** 28 hours 45 minutes per week  
(Monday - Friday, 08:30 - 15:15)

**Contract Type:** Fixed Term to July 2027

**Line Manager:** Class Teacher, SENDCO, Headteacher

## **Main Purpose**

To work in partnership with teachers/SENCO to support teaching and learning for individuals or small groups of pupils with specific learning needs and/or barriers to learning. These may include difficulties with motor skills, social communication, speech and language, emotional well-being, challenging behaviour, attachment, trauma and anxiety. The role will promote inclusion, independence and access to a broad and balanced curriculum.

## **Duties and Responsibilities**

### **Support for Teaching and Learning**

- Support and drive learning both in class and across the school, as directed by the Class Teacher, SENCO and Headteacher.
- Implement planned learning activities and teaching programmes, adapting activities in response to pupils' needs while promoting independence.
- Work with individuals and small groups, including pupils with Special Educational Needs and Disabilities (SEND) and those with English as an Additional Language (EAL).
- Deliver targeted interventions (e.g. receptive and expressive language, early number, handwriting).
- Contribute to the development and implementation of individual plans (e.g. Individual Education Plans or EHCP outcomes).
- Support the use of ICT within the curriculum.
- Provide feedback to pupils on progress and attainment under teacher guidance and in line with school policy.

### **Pupil Support**

- Supervise and provide targeted support to ensure pupils' safety and access to learning.
- Support pupils' social, emotional and mental health, reporting concerns as appropriate.
- Promote positive behaviour and inclusion in line with school policy.

- Support pupils with personal care needs, including eating, dressing, hygiene, and toileting, encouraging independence at all times.
- Use or support communication strategies such as PECS and Makaton (training can be provided).
- Assist in developing pupils' personal and social development and independence skills.

### **Assessment, Monitoring and Record Keeping**

- Support teachers in monitoring, assessing and recording pupil progress.
- Keep accurate records of pupil development and intervention outcomes as required by the school.
- Participate in planning and evaluation of learning activities, providing feedback on pupil progress and behaviour.

### **Classroom and Resource Support**

- Prepare, organise and manage resources for lessons and activities.
- Develop and maintain a stimulating, safe and inclusive learning environment, including classroom displays.
- Monitor and manage classroom stock and supplies.
- Undertake administrative tasks related to the class or individual pupils.

### **Playtime and Social Interaction Support**

- Actively promote positive play and social interaction during break and lunchtimes.

Outside duties include:

- Remaining vigilant and supervising all areas, including gates and perimeters.
- Encouraging and engaging pupils in positive play activities.
- Monitoring behaviour and responding in line with school policy.
- Providing first aid or seeking appropriate support and recording incidents.
- Managing behaviour appropriately during wet weather indoor arrangements.

### **Wider School Responsibilities**

- Contribute to the development and implementation of school policies, practices and procedures.
- Support the wider life and ethos of the school.
- Provide short-term classroom cover in exceptional circumstances, if agreed.
- Support volunteers and other teaching assistants where appropriate.
- Assist with exam invigilation and educational visits.

### **Safeguarding, Health and Safety**

- Promote and safeguard the welfare of all pupils in line with statutory guidance and school procedures.
- Maintain good order and discipline to ensure a safe learning environment.
- Follow all health and safety policies and procedures.

### **Professional Development**

- Participate in appraisal and performance management processes.
- Engage in training and professional development, including areas such as SEND, communication strategies and behaviour support.

### **Communication and Partnership Working**

- Communicate effectively with pupils, staff, parents/carers and external agencies.
- Maintain confidentiality at all times.
- Work collaboratively with colleagues and external professionals to support pupil outcomes.

### **Personal and Professional Conduct**

- Maintain high standards of professionalism, behaviour and ethics.
- Demonstrate positive attitudes and uphold the school's values.
- Maintain high standards of attendance and punctuality.

Teaching Assistants are appointed to work as part of a team under the direction of the Headteacher. Deployment will depend on pupil needs, staffing structures and school priorities.

This job description outlines the general nature and level of responsibility of the role. The post holder may be required to undertake other duties appropriate to the role, as directed by the Headteacher or line manager.

# Church of England Primary School

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## Job Description

**Job title:** Midday Meal Supervisor

**Salary:** NJC Grade 2, point 3      **Annual Salary :** £24,796 pro rata

**Hourly rate:** £12.85

**Hours:** 2 hours 30 minutes per week  
(Monday - Friday)

**Contract Type:** Fixed Term to July 2027

**Line Manager:** Class Teacher, SENDCO, Headteacher

### **Main Purpose:**

To supervise pupils in designated areas of the school during their midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.

### **Roles and Responsibilities:**

- To supervise the movement of pupils to and from dining areas and in the playground/classroom (wet play), including dealing with any personal hygiene requirements.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with the collection of food and return of plates, cutlery and cups.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- To establish safe and appropriate behaviour/play via effective intervention.
- To interact positively with the children, encouraging inclusive play.
- To work as a co-operative member of the team, liaising as necessary with other school staff.
- To maintain absolute discretion and confidentiality with regards to all sensitive and personal information
- To organise games and activities and motivate pupils during the lunchtime break
- To maintain vigilance and security in the school playground and perimeter fencing, reporting any concerns as appropriate

- To manage the use of equipment, for games and other activities, at lunchtime in line with school health and safety policy

In addition, all school employees are expected to:

- Have a full commitment to the Trust's Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Authority.
- Uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Trust Policies and procedures.

This Job Description indicates only the main duties and responsibilities of the post. During the course of duties, you may be asked to carry out other tasks that may be reasonably assigned to you.

**Safeguarding:** As a school we are committed to the safeguarding of children and adults. All job offers will be subject to a DBS check and two satisfactory written references.