Executive Headteacher – David Bertwistle
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Teaching Assistant/Midday Meals Supervisor - Job Description

This job description may be amended at any time following discussion between the Executive Headteacher and member of staff, and will be reviewed annually.

Job Purpose

To carry out the duties of a Teaching Assistant as circumstances may require and in accordance with the school's policies under the direction of the Executive Headteacher/Head of School.

Areas of Responsibility and Key Tasks

- To work under the instruction of teaching staff to enable quality learning for all pupils.
  Work may be carried out in the classroom or outside or with small groups.

- To supervise and support pupils with additional needs including the development and implementation of individual education and behaviour plans.

- To encourage pupils to interact with others and engage in meaningful play and activities led by the teacher.

- To maintain a purposeful, orderly and supportive Early Years environment.

- To provide clerical and admin support to the class teacher as necessary.

- To monitor and record pupils responses and assess ongoing learning.

- To be aware of and comply with all School Policies and Procedures.

- To undertake a lunch duty for 30 minutes per day.

- To participate in training and other learning activities as required.

- To attend relevant meetings as required.

- To administer basic first aid as the need arises.

- To observe confidentiality at all times.

- To undertake all duties reasonably requested by the Headteacher

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.