

**“Start, Strive, Struggle, Succeed Smile”**

**Job Title:** Part Time Permanent General Teaching Assistant and Lunchtime Supervisor

**Salary:** 43.6 weeks per year

**Working pattern**:

Teaching Assistant: 16.5 hours per week term time

Lunchtime Supervisor: 2.332 hours per week

**Grade:**

Grade D 1-5 Teaching Assistant

Grade B 1-3 Lunchtime Supervisor

**Closing Date of Advert:** Midnight 29th October 2021

**Date of Interviews:** Friday 5th November 2021

**Responsible to:** Chief Executive of the Multi-Academy Trust, Headteacher of Tregony Community Primary School, Teachers and Trustees

**Important Functional Relationships:** Teachers, Pupils, Support Staff, Parents

**Hours:**

16.5 hours a week, 43.6 weeks a year - General Teaching Assistant

2.332 hours a week 43.6 weeks a year - Lunchtime Supervisor

**Main purpose of the Job**

A General Teaching Assistant, who will be based at Tregony Community Primary School, is required to undertake a pro-active role in the support of the educational, social and physical needs of pupils across the school, including the Early years Foundation Stage . The role is to support the curriculum and the school through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils concerned.

The school is looking for a kind, caring, flexible and hard working person to work alongside an established team to supervise the children at lunch time, in the dining hall and on the playground.

## Duties and responsibilities

1] To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the EYFS and National curriculum. To take into account the learning support required to aid children to learn as effectively as possible.

2]To deliver high quality phonics, maths and language lessons/interventions, working with groups of children.

3] To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.

4] To encourage social integration, language acquisition and individual development of pupils. To promote and develop pupil’s positive self-esteem through employing different teaching techniques and styles

5] To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities.

6] To assist with lunch and break time supervision of children in accordance with the School’s Policy for Playground Supervision.

7] To accompany children on educational visits and outings as supervised by the Teacher.

8] To assess, monitor and record children’s progress in relation to Student Achievement plans, and to give feedback to the Class Teacher with regard to children’s progress.

9] To assess, monitor and record children’s progress, health, behaviour and general well-being. To feedback and information [including concerns] regarding the well-being and educational needs of children to the Teacher or Head teacher as appropriate.

10] To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.

12] To supervise an individual or small groups of children within a class under the overall control of the Teacher.

13] To administer minor first aid [as trained].

14] To carry out administrative tasks associated with all of the duties as directed by the Teacher.

15] To remain aware and work within all relevant school working practices, policies and procedures.

16] The post holder is responsible for his/her own development on a continuous basis. [The school will aim to support Continuing Professional Development where possible].

18] To be aware of and work in accordance with the school’s child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

19] To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation [including Health and Safety, Data Protection].

20] To undertake other duties appropriate to the grading of the post as required.

21] To maintain confidentiality of information acquired in the course of undertaking duties for the school.

Other:

1] To undertake any other reasonable duties appropriate to then grading of the post as required

2]You will be based at Tregony Community Primary School but you may be required to work at other schools within the Trust, within mid-Cornwall, as directed by the Headteacher/Executive Headteacher).

**Job Description reviewed and updated September 2021**

**Mrs K. Douglass [ Headteacher]**

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**PERSON SPECIFICATION**

**Job Title: Part time permanent Teaching Assistant**

**Salary: Grade D Base: Tregony Community Primary School**

**Responsible to: Head teacher, Class teachers and Trustees**

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|  |  **KNOWLEDGE** |  **SKILLS** | **QUALITIES** | **EXPERIENCE** | **QUALIFICATIONS** |
| **ESSENTIAL** | SEN awarenessChild DevelopmentLiteracyMathematicsSpeech & CommunicationBehaviour ManagementKnowledge and experience of the Early Years Foundation Stage CurriculumExperience of teaching phonics | PersonalGood communicatorWritten/OralTeam memberPractical/organisationalGood Interpersonal Work to DeadlinesEffective communication with parents/carers | Good time keepingReliabilityApproachableFlexibleEnthusiasmLove of childrenPatient & FriendlyCourteousAbility to inspire others | Experience working with children in the EYFS and Key Stage 1Teaching phonics  | NVQ L3Child development qualifications or equivalentGCSE or equivalent in English and Mathematics |
| **DESIRABLE** | Child Protection/SafeguardingConfidentialityCurriculum awarenessAwareness of children’s needs, Moderate Learning NeedsUse of ICT & other technologies to support learningADHD & Autism spectrum disorders | ICTCommunication with parents and childrenEnrichment opportunitiesCommunication with External agencies | HardworkingSelf-initiativeCreative thinker & implementerAttentive to the needs of childrenCommitment to the school | Work with Children in school EYFS and KS1 pupilsTeacher/Teaching Assistant | First Aid ICTFood Hygiene  |

