

# St. James' Church of England Primary Academy



**A member of THE DIOCESE OF CHICHESTER ACADEMY TRUST**

The Diocese of Chichester Academy Trust, a company limited by guarantee.

Registered in England & Wales No. 09201845

**Registered office:** Diocesan Church House, 211 New Church Road, Hove, East Sussex, BN3 4ED

## JOB DESCRIPTION

### ST. JAMES' CE PRIMARY SCHOOL

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**Post Title:** Teaching Assistant and Midday Supervisor

**Reporting to:**

- 1: Class Teacher
- 2: SENCO
- 3: Headteacher
- 4: Senior Lunchtime Supervisor for Lunchtime Supervisor role

#### 1. Job Purpose and Objectives

As an important and valued member of the school's support staff, contributing to the Christian ethos reflected in this Church of England Primary School, the Teaching Assistant is required to:

1. Act as a member of a conscientious team, fulfilling responsibilities efficiently and effectively.
2. Assist in the support and inclusion of children within the school.
3. Work in close contact with one or more pupils, providing appropriately targeted support that facilitates effective learning and sustained progress.
4. Deliver a programme of support to a timetable outlined by the class teacher or senior leaders, acting on the Headteacher's behalf, which is regularly reviewed and subject to change at any time.
5. Attend Learning Support meetings, whether with the Teacher/Learning Support teacher and/or the parents/external agencies pertaining to the review of a pupil with SEN.
6. Maintain a welcoming, courteous stance when dealing with children, parents, governors, fellow members of staff and other visitors.
7. Maintain strict confidentiality, given the close contact with children and other members of the school's staff, and that any enquiry from a parent is directed to the class teacher, or Headteacher/Senior Leader, immediately without comment.

The parameters of the Teaching Assistant's tasks are encompassed within the Conditions of Service for School Support Staff.

#### 2. Main duties and responsibilities

##### 2.1 Classroom Duties

###### Support the child

- \* Develop a knowledge and understanding of the range of learning support needs and to develop an understanding of the specific needs of the child/ren in the group/class being supported.
- \* Help the child/ren to learn effectively as possible, both in group situations and on their own by:
  - Following advice given by medical/educational advisors relating to the specific needs of the child.
  - Undertaking any specific specialist training to ensure that the child's needs are met
  - Clarifying/explaining instructions.
  - Ensuring (s)he/they can use equipment and materials provided.
  - Motivating and encouraging as required.
  - Assisting in any areas where there may be weakness (including personal hygiene).

- Helping them to concentrate and finish work.
- Meeting needs as required yet also encouraging independence.
- Liaising with the class teacher/Senior Leaders about Individual Learning journeys.
- Developing appropriate resources to support the child/ren.
- Help the child/ren with all aspects of the curriculum whether individually or in small groups.

### **Support the Teacher**

- \* Participate, wherever possible, in the regular, weekly curriculum planning meetings.
- \* Support the promotion of the Curriculum.
- \* Share in the preparation and planning of the Curriculum, observing the class teacher's instructions.
- \* Be adaptable with regard to working on certain sophisticated items of equipment, such as the computer or specific equipment necessary to meet the needs of the child.
- \* Assist, with the teacher (and other professionals as appropriate), in the development of a suitable programme of support (Individual Learning Journey).
- \* Record and celebrate individual pupil progress in their Individual Learning Journey each time when working with the child.
- \* Suggest new steps to the class teacher.
- \* Contribute to the maintenance of the child/ren's progress records.
- \* Participate in the evaluation of school support programmes.
- \* Maintain accurate and succinct records about the child/ren's responses to particular tasks, sharing this information with the class teacher at agreed times during the school day.

### **Support the School**

- \* Liaise, advise and consult with other members of the team supporting the child/ren when asked to do so.
- \* Contribute to the reviews of the child/ren's progress.
- \* Attend relevant in-service training (overtime paid where outside of the teaching assistant contract)
- \* Be aware of school procedures.
- \* Respect confidentiality issues linked to home/pupil/teacher/school work and keep confidences appropriately.
- \* To follow our school Behaviour Policy at all times.
- \* To follow our school guidelines for Health, Safety and Child Protection.
- \* Teaching Assistants are required to take annual leave during the school holiday periods. Holidays in term time are not permissible.
- \* The post holder is responsible for ensuring that all school child protection policies are adhered to and concerns are raised in accordance with these policies.

### **2.2 Other Classroom Duties**

Again under the direction of the assigned class teacher(s) and Senior Leaders deal with the following non-teaching tasks:

- a) Prepare and clean materials and equipment for use within designated areas and tidy up after use.
- b) Arrange the furniture and resources for group work.
- c) Undertake photocopying, laminating, comb binding, etc
- d) File children's work.
- e) Attend to the children's personal needs and simple first aid; where a child is causing concern this should be reported, in the first instance, to their class teacher.

### **2.3 Duties Beyond the Classroom**

Under the direction and supervision of the teacher(s)/Key Stage Leader/Senior Leaders carry out the following tasks if and when required:

- a) Assist with activities involving children outside the classroom.
- b) Accompany groups of children on educational visits, after prior briefing from the teacher(s) leading the trip.
- c) Help in a general way with all visitors and parents coming into the school.
- d) To lead a group of children for 'Golden Time' activities with our Behavioural Policy.

### **2.4 Personal Staff Development**

Review, from time to time, progress against agreed objectives, timetables, etc, with the Headteacher (or Senior Leaders), and participate in agreed, further professional development. Participate in the school's performance management/appraisal scheme.

## **3. Break and Lunchtime Supervisor**

- \* To supervise children during break and lunch times

- \* As a play supervisor to initiate purposeful play activities for the children in the playground
- \* To manage children by engaging in play activities during wet (indoor) break/lunch times
- \* To work with individual children or groups of children as directed by the Headteacher/Senior Leaders

**4. Supervisory/Managerial Responsibility**

N/A

**5. Communications/Contacts**

Polite contact and communication is expected at all times with teaching colleagues, teaching assistants, lunchtime supervisory assistants, office staff, caretaking and cleaning staff, parents and school governors. Frequency of contact with these people will vary from day to day. Confidentiality is to be maintained at all times.

**6. Midday Supervisor Role**

Assist with lunches and supervision of pupils as directed by Senior Midday Supervisor or Deputy Headteacher on duty.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A DSB check is required for all successful applicants.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher or nominated representative to reflect the changing work composition of the School.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

The Diocese of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

The Trust is an equal opportunities employer and welcomes applicants from all sections of the community.

Acceptance of Job Description:

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_