



Job Description & Person Specification - Apprenticeship Teaching Assistant and Lunchtime Supervisor with Sports Focus	
Teaching Assistant Skills (sports focus) Required	<ul style="list-style-type: none"> • Positive experience of working with children in an educational setting/nursery/primary age children • Able to demonstrate an interest in working with and interacting with children • A basic understanding of principles of child development and learning processes • Establish respectful relationships with children, parents and staff • Ability to work independently and as part of a team • Prepare resources and organise sports equipment for agreed learning activities following teacher plans • Lead lunchtime and after school sports clubs • Role-model sportsmanship for all children • Lead the Sports Crew in activities • Ability to show initiative in a range of situations • Knowledge of Special Educational Needs or a willingness to learn • An understanding of/and the ability to comply with the school's Safeguarding, Health and Safety, Equal Opportunities policies and to implement the Behaviour and other relevant policies in the school
Lunchtime Supervisor Skills Required	<ul style="list-style-type: none"> • Promote the safety and well-being of each child • Encourage good manners and tolerance towards others • Promote positive play through modelling expectations • Encourage and play games with the children • Always use positive language • Be fair and consistent • Be friendly and approachable
Qualifications Required	<ul style="list-style-type: none"> • Good Mathematical and English skills including good spelling (minimum GCSE grade 4 or above) • First aid is desirable but not essential
Safeguarding	<ul style="list-style-type: none"> • To be responsible for the safeguarding and wellbeing of children by following school policy relating to safeguarding, health and safety and behaviour management.
Personal Qualities	<ul style="list-style-type: none"> • Good communication and listening skills • Able to relate well to children and adults • Positive role-model for young children • Able to review a pupils performance and feedback progress to the teacher about how specific targets have been met • Able to use basic word processing, email and databases well enough for school-based record keeping • Able to work independently but to keep others informed both verbally and in written form, e.g. emails, record sheets

	<ul style="list-style-type: none">• Understand the need for confidentiality when required• Patience, co-operation, problem solving approach, adaptable and caring nature• Understanding of roles and responsibilities and your contribution to pupils' learning
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