

# Job Description and Person Specification

## Teaching Assistant and Midday Meals Supervisor

### JOB DESCRIPTION

<b>JOB TITLE</b>	Teaching Assistant and Midday Meal Supervisor
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION (Academy)</b>	Lindfield Primary Academy
<b>SALARY</b>	TA Grade 3(3-4). MDM Grade 2(2-3)
<b>RESPONSIBLE TO</b>	Vice Principal

#### Main purpose of the job

- To provide classroom assistance to teachers
- To provide welfare care for pupils
- To provide general and administrative support for teaching and staff

#### Teaching support:

- To support individuals and groups of pupils with learning activities, under the direction of the class teacher(s)
- To support appropriately, under the guidance of the class teacher(s), the learning experiences of pupils with special needs
- To support pupils, under the guidance of the class teacher(s) in meeting educational targets and challenges
- To work with the class teacher(s) as part of a team, taking all opportunities offered to increase knowledge and understanding of the curriculum
- To ensure liaison with class teacher(s) is sufficient to provide adequate understanding to support pupils effectively

#### Classroom support:

- To provide practical assistance in maintaining specialist areas, eg art, cooking, library etc
- To prepare and assemble routine materials and equipment for use in class and assist with clearing away afterwards
- To prepare material for wall and other displays
- To help teachers in keeping pupils' work filed and maintained
- To keep classroom, books, apparatus and stock clean, tidy and in good condition

#### Supervision of pupils:

- To assist with general classroom supervision and provide occasional cover supervision
- To help supervise pupils in the playground
- To take groups of pupils on agreed off-site activities and educational visits
- To adhere to the Academy's behaviour policy, following set procedures when dealing with pupils who behave inappropriately
- To care for sick pupils, administer first aid once trained and deal with minor injuries, recording in accident book as necessary
- To assist with the escorting of pupils to hospital and with the completion of accident forms
- To help young pupils with dressing and/or the toilet as necessary
- To support and assist pupils with emotional and physical difficulties

- To keep informed of relevant medical conditions through reading pupils' admission forms on entry to the academy
- To participate in Academy/County based training designed to support helping children with specific needs

**General:**

- To work flexible across the Academy supporting any teacher, class or pupil as required by the Academy leadership team
- To operate the photocopier and other basic office equipment associated with classroom activities
- To provide cover for the academy office if necessary
- To observe academy policy on equal opportunities
- To observe academy policy on safeguarding and health and safety
- To observe academy policy on confidentiality and discretion at all times
- To undertake other such duties appropriate to the grade and character of work as may reasonably be required within Lindfield Primary Academy

**PERSON SPECIFICATION**

*Essential:*

- Excellent communication skills in order to regularly speak with parents/carers and visitors to the Academy

*Desirable:*

- A qualification appropriate to working with young pupils within educational or care environments
- A commitment to the process of ongoing professional development
- A current First Aid qualification in order to provide first aid to pupils or willingness to undertake training as appropriate
- A particular skill or talent which can be used to enhance the learning experiences of pupils

**Ability to:**

- Support pupils' learning with sensitivity and understanding
- Understand and deliver teaching programmes to individuals and small groups of pupils under the guidance of class teachers and/or the Special Needs Co-ordinator
- Respond appropriately to the differing academic, social, emotional, physical and personal needs of a wide range of pupils
- Work collaboratively and co-operatively with all members of staff
- Keep accurate and up to date records
- Communicate well with parents/carers

**Skills:**

- Good interpersonal skills
- Good communication skills
- Good organisational skills

**Personal Qualities:**

- A flexible approach to work
- A commitment to providing a high quality service at all times
- A commitment to meeting the needs of pupils, parents/carers and the academy
- A commitment to raising standards of progress throughout the academy
- A commitment to equal opportunities
- An understanding of health and safety issues within the academy environment
- Confidentiality and discretion at all times
- Self-motivated

**Additional Information**

- This post is subject to an Enhanced Disclosure and Barring Check (DBS)
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act

The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.