Job Description: L2 Teaching Assistant & Midday Supervisor

Post title	Teaching Assistant (Level 2) & Midday Supervisor
School:	St Mary & St Thomas C of E Primary
Grade:	TA = Scale 2 - SCP 3-4 MDS = Scale 1 -SCP 3 Teaching assistants work 39 weeks plus 28 days holiday i.e. 44.6 weeks
Line manager:	Class teacher and Headteacher

Main Purpose of the Job

To work collaboratively with and supervise individuals and groups of children under the direction of teaching staff and senior learning staff. This role includes supporting specific individual learning needs, enabling access to learning for all children and assisting in classroom management and behaviour techniques. This is a dual role: the post holder will also work as a Midday Supervisor, ensuring children are safe, happy and well supervised at lunchtime.

Duties and Responsibilities

1. **Support for the Pupil**

- Establish and maintain positive working relationships with children, acting as a role model.
- Recognise and respond appropriately to individual pupil needs, ensuring effective interaction.
- Provide tailored support to pupils based on their individual needs and support plans, ensuring their safety while facilitating access to learning activities.
- Promote inclusion and acceptance of all children within the classroom environment.
- Encourage children to interact with peers and engage in teacher-led activities.

Barton Close, St Helens, Merseyside, WA10 2HS
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Registered in England 9626002

- Foster self-esteem and independence among pupils.
- Offer constructive feedback to children regarding their progress and achievements, under the guidance of the teacher.
- Provide one-to-one support for pupils with specific care or special needs, as directed by the teacher.
- Employ a variety of strategies to engage pupils with complex pastoral and learning needs in their education.
- Advocate for all pupils, maintaining high expectations for their success.

2. **Support for the Teacher**

- Provide clerical support, including photocopying, filing, data entry and collecting money.
- Assist in displaying children's work in a visually appealing manner.
- Create and maintain a purposeful, orderly and supportive learning environment in alignment with lesson plans.
- Collaborate with the teacher and senior learning staff to implement strategies that support pupils in achieving their learning goals.
- Report on pupil achievement, progress and issues in an agreed format.
- Maintain pupil records as requested by the teacher.
- Administer routine tests and invigilate examinations as directed.
- Promote positive behaviour among pupils, managing conflicts and incidents while encouraging responsibility for their own behaviour in accordance with school policy.
- Establish constructive relationships with parents and carers, communicating necessary information as required.
- Support the delivery of online remote education as needed.

3. **Support for the Curriculum**

- Undertake structured learning activities and programmes, considering pupil learning styles, including small group work.
- Implement literacy and numeracy programmes, recording achievements and progress and providing feedback for the teacher.
- Support the integration of ICT in learning activities, fostering pupils' competence and independence in its use.
- Prepare, maintain and utilise resources and equipment necessary for lesson plans and relevant learning activities, assisting pupils in their use.

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4. **Support for the School**

- Comply with school policies and procedures related to child protection, health, safety, security, confidentiality and data protection, reporting concerns to the appropriate personnel.
- Support diversity and ensure all pupils have equal access to learning opportunities.
- Contribute positively to the school ethos, aims and development/improvement plan.
- Collaborate with colleagues and support their roles within the school.
- Attend relevant meetings and participate in training and professional development activities as required.
- Assist with the supervision of pupils outside of directed lesson times, including lunchtime, before and after school, as appropriate.
- Accompany teaching staff and pupils on visits, trips and extracurricular activities as required.

5. **Midday Supervision**

- Supervise pupils in the dining hall, on the playground and during wet play, ensuring their safety and wellbeing at all times.
- Support pupils at mealtimes, including helping younger children, encouraging good table manners and healthy eating, and being aware of pupils' allergies and dietary needs.
- Initiate and encourage positive, inclusive play and help children to share, take turns and resolve disagreements.
- Promote positive behaviour in line with the school's behaviour policy and school rules (Ready, Respectful, Resilient), reporting any concerns to the class teacher or a senior leader.
- Deal with minor accidents and incidents, administering basic first aid where trained, recording them in line with school procedures and informing the class teacher and parents where required.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead in line with the school's child protection policy.
- Ensure pupils return to class calmly and promptly at the end of lunchtime, and that play equipment is tidied away safely.

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6. **Commitment to High Standards**

- Maintain high expectations for all pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds, and demonstrating a commitment to raising their educational achievements.

7. **Professional Development**

- Take responsibility for improving personal practice through self-reflection, observation, evaluation and discussion with colleagues.

8. **Compliance and Policies**

- Adhere to data protection legislation (UK GDPR and the Data Protection Act 2018) and school policies and procedures.
- Comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
- Follow the School's Comprehensive Equality Policy, ensuring its implementation within the role.
- Abide by the School's Data Protection Policy and Code of Practice within the scope of the position.

9. **Other Duties**

- The post holder may be expected to undertake additional duties commensurate with the level of responsibility allocated from time to time.

The post is subject to Enhanced Disclosure.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change.
The details contained within this job description reflect the principal responsibilities and tasks of the job at the date it was prepared, and are not intended to be exhaustive. However, it is inevitable that, over time, the nature of the job may change. The need for flexibility, accountability and team working is required. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post

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or the level of responsibility entailed. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed. The Trust will revise this job description from time to time and will consult the post holder/s at the appropriate time.

Signed	Signatures	Date
Post Holder		
Headteacher		
Chair of School Committee		

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