THE THREE SAINTS ACADEMY TRUST
TEACHING ASSISTANT AND MIDDAY ASSISTANT – JOB DESCRIPTION

Name of School: St Ann's Church of England Primary School
Salary: Teaching Assistant Scale 4 (SCP 7-11), Midday Supervisor Scale 1 (SCP3)
Line Manager: Headteacher

Purpose of the Role

To work collaboratively with teachers, senior leaders and other professionals to support the learning, wellbeing and personal development of pupils across the school. The postholder will provide high-quality classroom support, enabling pupils to access learning, develop independence and achieve their full potential.

The role also includes midday supervision responsibilities, ensuring continuity of care, high standards of behaviour and the safety and wellbeing of pupils throughout the school day.

Key Responsibilities

1. Supporting Pupils

- Build positive, respectful and professional relationships with pupils, promoting confidence, resilience and independence.
- Support individual pupils and small groups to access learning activities under the direction of the class teacher or SENDCo.
- Deliver targeted interventions and structured learning programmes to support pupils' academic, social, emotional and communication needs.
- Adapt support strategies to meet the diverse needs of pupils, including those with Special Educational Needs and Disabilities (SEND), Education, Health and Care Plans (EHCPs) and other additional needs.
- Encourage pupils to participate fully in learning, develop positive relationships and become independent learners.
- Provide constructive feedback to pupils in line with teacher guidance.
- Promote inclusion, equality and high expectations for all pupils.

2. Supporting Teaching and Learning

- Prepare, organise and maintain learning resources and classroom environments.
- Support the effective delivery of lessons across the curriculum.
- Assist with the use of technology and digital learning resources.
- Observe, monitor and record pupils' progress, behaviour and wellbeing, providing accurate feedback to teachers and the SENDCo.
- Support assessment activities, including administering routine assessments and assisting with examination or test arrangements where appropriate.
- Contribute to maintaining stimulating, organised and inclusive learning environments.
- Support learning beyond the classroom, including educational visits and enrichment activities where required.

3. Midday Supervision

- Supervise pupils during lunchtime in dining areas, playgrounds, classrooms and other designated areas.
- Promote safe, positive and inclusive play, encouraging cooperation, respect and good behaviour.
- Encourage healthy eating habits, good table manners and appropriate hygiene practices.

- Assist younger pupils where appropriate with eating, personal care or changing for outdoor activities in accordance with school procedures.
- Organise and support structured play opportunities that encourage social interaction and physical activity.
- Deal calmly and fairly with minor disagreements, encouraging restorative approaches wherever appropriate.
- Report behaviour, welfare or safeguarding concerns promptly to the appropriate member of staff.
- Administer basic first aid where trained and record incidents in accordance with Trust procedures.

4. Safeguarding, Behaviour and Inclusion

- Promote and safeguard the welfare of children and young people in accordance with Keeping Children Safe in Education (KCSIE)**,** Working Together to Safeguard Children**,** and The Three Saints Academy Trust safeguarding and child protection policies.
- Be vigilant to signs of abuse, neglect, exploitation or other safeguarding concerns, maintaining an attitude of *"it could happen here"*.
- Report all safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL in accordance with Trust procedures.
- Promote positive behaviour through consistent application of the school's behaviour policy.
- Support the emotional wellbeing and mental health of pupils through positive relationships and appropriate pastoral support.
- Maintain appropriate professional boundaries and confidentiality at all times.

5. Working with Others

- Work collaboratively with teachers, support staff, senior leaders and external agencies to improve outcomes for pupils.
- Develop positive relationships with parents and carers, where appropriate, in line with the direction of teaching staff.
- Participate in staff meetings, training, professional development and Trust-wide collaborative initiatives.
- Contribute positively to the wider life of the school and The Three Saints Academy Trust.

6. Professional Responsibilities

- Demonstrate professionalism, reliability and flexibility in carrying out duties.
- Maintain accurate records as required.
- Comply with all Trust policies relating to Health and Safety, Equality, Data Protection, Confidentiality, Attendance and Professional Conduct.
- Participate in mandatory and role-specific training, including safeguarding, behaviour management, first aid (where appropriate), SEND and health and safety.
- Undertake any other duties appropriate to the grade of the post as reasonably requested by the Headteacher or line manager.

Reporting Relationships and Working Arrangements

- Reports to: Headteacher or designated line manager.
- Works closely with: Class teachers, SENDCo, Senior Leadership Team, support staff and external professionals.
- The role combines classroom support with midday supervisory duties and may require flexibility according to the operational needs of the school.
- The appointment is subject to satisfactory pre-employment checks including an Enhanced Disclosure and Barring Service (DBS) check, satisfactory references, verification of identity, right to work in the UK, online searches in accordance with Keeping Children Safe in Education, and any other safer recruitment checks required by The Three Saints Academy Trust.

Core Competencies and Behaviours

The successful postholder will demonstrate:

- A genuine commitment to supporting children to achieve their full potential.
- Excellent interpersonal and communication skills.
- Patience, empathy and the ability to build positive relationships.
- Strong organisational skills and attention to detail.
- Flexibility and the ability to work effectively as part of a team.
- A calm, professional approach when managing behaviour and supporting pupils' wellbeing.
- Commitment to equality, inclusion and safeguarding.
- Commitment to the Christian vision, values and ethos of The Three Saints Academy Trust.

Performance Management

Performance will be managed through the Trust's appraisal process and reviewed annually. The postholder will participate fully in professional development and complete all mandatory training required by the Trust.

General Responsibilities

The duties outlined above are not intended to be exhaustive. The postholder will be expected to demonstrate flexibility and undertake other duties appropriate to the grade and responsibilities of the post as reasonably directed by the Headteacher or designated line manager.

The postholder will actively support the vision, values and Christian ethos of The Three Saints Academy Trust and contribute to the Trust's commitment to excellence, inclusion, safeguarding and continuous improvement.

This job description will be reviewed periodically in consultation with the postholder to ensure it remains appropriate to the needs of the school and the wider Trust.

Safeguarding Statement

The Three Saints Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

All employees are required to understand their responsibilities under the latest Keeping Children Safe in Education (KCSIE) statutory guidance and to maintain an attitude of *"it could happen here"* in relation to safeguarding. Staff must report any concerns about a child's welfare immediately in accordance with Trust safeguarding procedures and participate fully in safeguarding training.

This post involves regulated activity with children and is therefore subject to an Enhanced Disclosure and Barring Service (DBS) check, online searches, satisfactory references, verification of identity, right to work in the UK, and all other safer recruitment checks required by legislation and Trust policy.

Postholder Signature: _____

Date: _____