Betty Layward Primary School

Job Description: Teaching Assistant/Learning Support Assistant

Post: Teaching Assistant/Learning Support Assistant
Grade: Scale 4
Hours: 25 hours per week, term time only
Responsible to: Headteacher

General duties

To work under the instruction and guidance of teaching and senior staff to undertake work, care and support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, for short periods of time.

Main duties and responsibilities

Support for pupils

- Supervise and provide particular support for pupils, including those with special educational needs and disabilities (SEND), ensuring their safety and access to learning activities.
- Assist with the development and implementation of support plans, including for pupils with an education, health and care plan, working with the Inclusion Manager and outside professionals as directed.
- Deliver structured interventions to individuals and small groups as directed, e.g. phonics and early reading, maths, and speech and language programmes.
- Support pupils' social and emotional wellbeing, helping them to manage their feelings and behaviour and to build positive relationships.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Deliver pastoral and learning support.
- Deal with minor incidents and the health and hygiene of the children, including personal care where needed, and, where necessary, escort them home.
- Read with individual children and groups and complete reading records as directed by the class teacher.
- Under the direction of the teacher, work with small groups of children and take responsibility for their learning.

Support for the teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans, and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Model high standards of spoken English and of handwriting, in line with the school's handwriting scheme.

- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress and any difficulties.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy, and encourage pupils to take responsibility for their own behaviour.
- Establish and maintain constructive relationships with parents and carers by:
  - supporting their role in pupils' learning;
  - providing constructive feedback on pupils' progress and achievements;
  - facilitating their support for their child's attendance;
  - supporting home to school and community links.
- Provide clerical and administrative support, e.g. photocopying, typing, filing and handling money.
- Work within an agreed system of supervision with small groups of children and take responsibility for their learning.

Support for the curriculum

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy and early years, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use the equipment and resources required to meet the lesson plans and relevant learning activities, and assist pupils in their use.

Support for the school

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all safeguarding concerns immediately to the Designated Safeguarding Lead or a deputy.
- Read and act in line with Part one of Keeping Children Safe in Education and the school's safeguarding and child protection policy, staff code of conduct and behaviour policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Maintain confidentiality at all times.
- Supervise pupils at break times and at the start and end of the school day as required.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training, including regular safeguarding training, other learning activities and performance development as required.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of the teacher.
- Assist in the general care of the school environment by tidying general areas.
- Promote equality of opportunity at all times.
- Establish constructive relationships and communicate with other agencies and professionals, in liaison with the teacher, to support the achievement and progress of pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Undertake additional or other duties as may be appropriate to achieve the objectives of the post, as directed and deemed appropriate by the line manager.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements

- Enhanced DBS check with a check of the children's barred list.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of the children, young people and vulnerable people that you are responsible for or come into contact with.

Job Description: Mid-Day Meals Supervisor

Post: Mid-Day Meals Supervisor
Grade: Scale 1
Hours: 5 hours per week, term time only
Responsible to: Headteacher

General duties

Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and in play activities. Responsible for the health, safety, conduct and wellbeing of all pupils, and in particular those in the class allocated under the duty rota.

Ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils.

Main duties and responsibilities

Support for pupils

- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special educational needs and disabilities (SEND).
- Support pupils in meal arrangements, encouraging them to eat and letting the class teacher know about any pupil who is not eating.
- Teach games to the pupils.
- Ensure that the pupils wash and dry their hands.
- Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
- Ensure that pupils who have allergies or special dietary needs, or whose parents or carers have requested a packed lunch, receive the correct meal. Pour water for the pupils.
- Ensure that pupils eat their meal in a socially acceptable way, talking quietly to pupils either side of them.
- Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean, and clear up spills promptly.
- Promote a learning environment within the ethos of the school.
- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.

During playtime

- Ensure pupils are dressed appropriately for the weather (checking coats are fastened).
- Ensure that not too many pupils are using the toilets at any one time. Make sure that toilets are used sensibly.
- Ensure that pupils are not in the building when they should be outside.

- Teach games and promote good behaviour in the playground, following the school's behaviour policy.
- Support the school's OPAL (Outdoor Play and Learning) approach, encouraging varied, creative and inclusive play in all weathers.
- Look out for pupils who are on their own or not joining in, help them to join play and report any concerns.
- Ensure that pupils stay on the school site, and follow school procedures if an unidentified visitor is seen.
- Be aware of any pupils with special educational needs and disabilities who may need extra support in the playground or at lunch.
- Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all, in line with the school's equalities policy.
- Supervise a class during wet play.
- Know the correct first aid procedure to deal with accidents and incidents, and record them in line with school procedures.
- Ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.
- Recognise safeguarding and child protection concerns and report them immediately to the Designated Safeguarding Lead or a deputy, in line with school policy.
- Be aware of school events by looking at the whiteboards in the medical room and staff room, the timetable on the staff room notice board and your copy of the newsletter.
- Communicate any general concerns to the class teacher at the end of lunchtime.

Support for the school

- Prepare, maintain and use the resources required and assist pupils in their use.
- Ensure the pupils are always supervised and arrive punctually at their classroom, and that the area is tidied up each day. Ensure the playground equipment is used and stored properly. Be punctual and reliable.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy, and encourage pupils to take responsibility for their own behaviour.
- Appreciate and support the role of other professionals. Attend and participate in relevant meetings as required. Participate in training, including regular safeguarding training, other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all safeguarding concerns immediately to the Designated Safeguarding Lead or a deputy.
- Read and act in line with Part one of Keeping Children Safe in Education and the school's safeguarding and child protection policy, staff code of conduct and behaviour policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to the school's equalities policies and to high standards of care for pupils, families and visitors.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements

- Enhanced DBS check with a check of the children's barred list.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of the children, young people and vulnerable people that you are responsible for or come into contact with.