



JOB DESCRIPTION

Job Title:	Teaching Assistant (Band 2)
Salary:	TPAT Point 4
Responsible to:	SENCO / Teaching Staff
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Parents/Carers, Professional Bodies & Visitors

Main Purpose of the Job:

- To take a pro-active role in the support of the educational, social and physical needs of the pupils;
- To support the curriculum and the school through the provision of high level assistance to the teacher in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils;
- To meet the needs of pupils with specific special educational needs, within an ARB or a mainstream setting.

Main Duties and Responsibilities:

- To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible;
- To establish supportive relationships with the pupils to encourage acceptance, inclusion, social integration and individual development, promoting and reinforcing pupils' self-esteem;
- To supervise an individual or small group of children within a class under the overall control of the teacher;
- Getting the classroom ready for lessons, assisting in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment, monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required;
- Helping teachers to plan learning activities and complete records;
- Helping children who need extra support to complete tasks;
- To support teachers in managing class behaviour, looking after children who are upset or have had accidents;
- Listening to children read, reading to them or telling them stories;
- To assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision;
- To accompany children on educational visits and outings as supervised by the Teacher;

- To assist with the assessment, monitoring and recording of children's progress, achievement, health, behaviour and general wellbeing and to feedback any to the Teacher or Headteacher as appropriate;
- To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information;
- To assess, monitor and record children's progress in relation to IEP's, and to feedback to the SENCO/Teacher with regard to children's progress and the success of IEP's, including making recommendations for alterations to improve the effectiveness of IEP's;
- To meet with the SENCO and/or other appropriate staff on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils;
- To administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures if trained;
- To carry out administrative tasks associated with all of the above duties as directed by the Teacher.

Optional Clauses:

(Applicable to Teaching Assistants supporting pupils with specific special educational needs within an ARB or a mainstream setting)

- To meet the mobility needs of the pupil assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training;
- To meet the needs of incontinent pupils;
- To meet the needs of pupils with emotional and behavioural difficulties. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holders training school policies and procedures.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.



PERSON SPECIFICATION – Teaching Assistant (Band 2)

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	Good levels of literacy and numeracy Qualified to NVQ Level 2 or equivalent in a relevant area or equivalent experience	Completion of the DfES Induction for Teaching Assistants CLANSA or Cornwall Certificate in SEN	Application
Skills and Experience	Experience of working & enjoy working with children Organisational skills Good communication skills Able to prioritise between different demands Able to work to deadlines Self-motivated, and able to work in a team	Experience of working with children in a school or similar environment	Application Interview Assessment
Specialist Knowledge and Skills	Knowledge of a particular area of the curriculum or children's needs (ie: early years, EBD, ALS, literacy, numeracy or ICT) Ability to build good working relationships with both pupils and adults Ability to manage groups of pupils and deal with challenging behaviour Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities	Knowledge of a range of issues relevant to education and child development	Application Interview Assessment
Behaviours and Values	Flexibility & creativity Effective team player Trust and integrity Patience and a sense of humour Calm, kind & empathetic		Application Interview Assessment

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Last Updated February 2023



JOB DESCRIPTION

Job Title:	Lunchtime Supervisor
Salary:	TPAT Point 1
Responsible to:	Teaching Staff & Senior Lunchtime Supervisor
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Parents/Carers

Main Purpose of the Job:

- To assist and supervise individuals and groups of pupils during the lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of pupils.
- Work in line with the professional standards for a lunchtime supervisor.

Main Duties and Responsibilities:

- To supervise children during the lunch period in accordance with the school's pupil management, discipline, behaviour and bullying policies. To complete the necessary records with regard to any incidents relating to such policies.
- Anticipate and respond to individual pupils, changing approach as required for each pupil, using the support of team members when needed.
- Positively encourage good behaviours, provide a fair and tolerant lunchtime service where pupils understand the rules and follow them.
- See the dining experience through the eyes of the child and build a rapport with pupils so they trust and respect lunchtime supervisors and the catering team.
- Know the signs to look for in pupils to recognise when extra help may be required.
- To report back to the appropriate Teacher any issues relating to children's progress, achievements, behaviour or problems which may become apparent.
- To organise and positively interact with approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children's learning and social integration. Ensure indoor activities are arranged and made available to children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods.
- To remain aware of children with special educational needs and liaise with the appropriate SEN Assistant to ensure play activities are appropriate and safe for all children.
- To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.

- To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.
- To deal with emergencies that may occur in accordance with the School and Trust procedures, administer basic first aid and inform a member of the teaching staff/Headteacher in the event of an emergency. To ensure all sickness/accidents are recorded in accordance with the School's procedures.
- Know the requirements for daily health and safety checks of the dining area, equipment, heating and lighting.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

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PERSON SPECIFICATION – Lunchtime Supervisor

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	Attainment of level 1 standard of education, or be able to demonstrate an equivalent level of knowledge through practical relevant experience	Level 2 qualification in a related area First Aid Certificate Health and food safety certificate	Application
Skills and Experience	Experience of working with children Good communication skills Ability to prioritise between different demands An interest in children and education	Experience of working with children in a school or similar environment	Application Interview Assessment
Specialist Knowledge and Skills	Demonstrates an interest in education Guide the pupils through each stage of the meal service in a fast and safe way, assisting when needed Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities		Application Interview Assessment
Behaviours and Values	Make the dining room attractive within the limits of the school & facilities Lead by example showing pupils how to be healthy and safe Calm, kind, patient & empathetic Effective team player Trust and integrity		Application Interview Assessment

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