



1. Job Purpose:

(Summary of the overall purpose of the job)

- 1.1 To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies and strategies.
- 1.2 To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also to teach whole classes, for example during teachers' planning, preparation and assessment time.
- 1.3 To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, by utilising advanced levels of knowledge and skills with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners. To provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.
- 1.4 To take a lead role in ensuring high quality provision and support for pupils at lunchtime and Wrap around care Provision (Breakfast and After School club), including the line-management of lunchtime staff and the provision of high quality activities and food provision.
- 1.5 To provide support for families of vulnerable children, to improve attendance, behaviour and fostering positive attitudes to learning and school life. To coordinate and organise parent liaison through parent events, e.g. Parent Cafes.
- 1.6 To work in partnership with professional across the Tri school, Local Authority and Academies trust to improve the awareness and understanding of mental health and undertake the role of Mental Health First Aider.

2. Principal Accountabilities And Responsibilities:

(Indicate the main accountabilities, responsibilities and expected outcomes (8-10 bullets should be sufficient).

Planning

- 2.1 Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons / work plans.
- 2.2 Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- 2.3 Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with school policies and procedures.

Teaching and Learning

- 2.4 Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
- 2.5 Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- 2.6 Motivate and progress pupils learning by using clearly structured, interesting teaching and learning activities.
- 2.7 Support the teaching of Literacy and Numeracy using support and intervention programmes, and assist pupils to access the full curriculum. Be familiar with lesson plans, learning objectives, and success criteria, EHCP, Behaviour Plans and Personal Care Programmes.
- 2.8 Be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.
- 2.9 Promote and support the inclusion of all pupils, including those with specific needs, both in



learning activities and within the classroom.

- 2.10 Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact cooperatively and with others.
- 2.11 In accordance with arrangements made by the Executive Headteacher/Head of School/line manager, to progress pupils learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- 2.12 Organise and safely manage the appropriate learning environment and resources.
- 2.13 Maintain high standards of pupil behaviour, safety and social interactions through effective and interactive playground supervision
- 2.14 Maintain high standards of behaviour, safety and social interactions in the dining hall through effective meal time supervision.
- 2.15 Under the supervision of the teacher create and maintain a vibrant, organised learning environment, which reflects and supports the taught curriculum.
- 2.16 Under the supervision of the teacher create attractive and interactive displays which reflect and enhance the taught curriculum.
- 2.17 Provide clerical/admin support, e.g. photocopying, typing, filing, labelling, input data
- 2.18 Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
- 2.19 Assist the class teacher in encouraging and promoting the inclusion of children with special needs, or from different cultures and/or with different first language.
- 2.20 Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
- 2.21 To attend staff meetings and remain abreast of whole school developments, putting training into practice where appropriate.

Monitoring and Assessment

- 2.22 With teachers evaluate pupils progress through a range of assessment activities.
- 2.23 Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- 2.24 Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- 2.25 Assist in maintaining and analysing records of pupils' progress.
- 2.26 Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- 2.27 Support the teaching staff with reporting pupils' progress and achievements at parents meetings, which are usually held outside school hours.



Mentoring, Supervision and Development

- 2.28 Manage lunchtime provision, including mealtime staff, to ensure a range of playtime activities and appropriate support for pupils at lunchtime. This includes undertaking recruitment, induction, appraisal, training and mentoring of teaching assistants who undertake lunchtime duties.
- 2.29 Manage the recruitment, induction and recruitment of playground buddies
- 2.30 Lead the Junior Leadership Team and their role in the democratic role of the school community.
- 2.31 Support and guide other less experienced teaching assistants work in the classroom when required and lead training for other teaching assistants.
- 2.32 Contribute to the overall ethos, work, and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school.

Behavioural and Pastoral

- 2.33 Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Management Policy. Working with the Leading Practitioner for Inclusion to contribute and help to devise and develop programmes of support for identified pupils.
- 2.34 Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- 2.35 Understand and implement schoolchild protection procedures and comply with legal responsibilities.
- 2.36 Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys as required.
- 2.37 Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children. Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed. This includes managing bodily fluids.
- 2.38 Provide physical support and maintain personal equipment used by the children at the school. Administer medication as agreed.
- 2.39 Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- 2.40 Supervise pupils in the playground and plan and organise playtime activities.
- 2.41 Assist teachers by receiving instructions directly from professional or specialist staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.

Personal responsibilities

- 2.42 Be aware of key school plans, policies and procedures, especially the School Improvement Plan, Health and Safety Procedures and Child Protection Procedures and to promote the safeguarding of children.
- 2.43 Take part in Appraisal in order to identify and agree development and training needs.
- 2.44 Undertake specific training such as may be required to enable you to provide the school with effective support. This Training may be provided centrally or in school.



2.45 Respect the confidentiality of pupil information and respond sensitively to pupils' needs.

Other

2.46 Any other duties required by the class teacher, Executive Headteacher, Head of School and LP Inclusion, which is within the scope of this post.

2.47 At all times carry out duties with due regard to the school's health and safety policy.

2.48 To work within and encourage the school's Equal Opportunity Policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

2.49 Disseminate information to support staff in order to ensure the most effective provision for pupils' academic, emotional and social development and act as mentor to newly recruited Teaching Assistants.

Lunch Time Supervision

Job Purpose:

2.50 To work under the direction and instruction of senior staff, to supervise pupils during the lunch time period, in dining hall, playground and school premises, ensuring the conduct, welfare, safety, physical and mental wellbeing of pupils and maintenance of good order and discipline.

2.51 Principal Accountabilities And Responsibilities:

2.52 Take responsibility for the general welfare and discipline of pupils immediately prior to and during the lunch period.

2.53 Assist in preparing the dining area for lunch, including distributing cutlery, assisting with clearing tables and ensuring the dining area remains tidy.

2.54 Supervise and interact with pupils during the lunch break, encouraging positive social skills and good behaviour in pupils.

2.55 Encourage inclusive and positive play in the playground and inside school during wet/adverse weather conditions.

2.56 To supervise pupils on the school premises, (hall and classrooms etc.), movement of pupils on the stairs through corridors, when they are not allowed outside in inclement weather.

2.57 Ensure pupils are dressed appropriately for the prevailing weather conditions

2.58 Implement and support the school's behaviour policies, ensure pupils comply with the school's behaviour policies, and report serious misdemeanours to senior staff.

2.59 Assist with the general welfare/hygiene of pupils, including the supervision of toileting, washing hands and assisting pupils who soil/dirty their clothes.

2.60 Encourage good table manners and eating habits among pupils.

2.61 Understand the Healthy Eating Agenda in schools and encourage healthy eating to pupils in assisting pupils in their choice of meals.

2.62 To liaise with teachers, welfare, or kitchen staff when required with regard to the special or restricted dietary needs of pupils for medical and/or religious/cultural reasons.

2.63 Deal with accidents, spillages (including body fluids) in the playground or dining area, ensuring these do not cause a safety hazard to others e.g. pupils and staff.

2.64 Be vigilant in the playground, and recognise potential dangers.

2.65 To supervise and observe entrance to the school during the lunch break to ensure children do not leave the playground. Check on any strangers who may enter the school premises, be



observant of any loiterers and report to the Headteacher/Senior Staff member.

- 2.66 Deal with minor accidents/sickness ensuring if required seeking any assistance from a nominated first aider and reporting any serious incident or emergency to a relevant member of staff immediately.
- 2.67 Ensure accidents/incidents are reported and recorded in the accident/incident book in line with the school's policy.
- 2.68 By agreement, accompany staff and pupils on school trips.
- 2.69 Participate in training and development activities and programmes, and attend and participate in meetings as required.
- 2.70 Maintain confidentiality in relation to pupil information and report problems/issues as well as significant matters with regard to pupil's play and behaviour to a relevant teacher or senior member of staff immediately.
- 2.71 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection/safeguarding children,
 - health, safety and security,
 - confidentiality, and
 - data protection.
- 2.72 Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.

To be aware of the diverse background of pupils and to respect the dignity of pupils.