



Greenvale Primary School Teaching Assistant Job Description

General Description of Post

To work under the direction and guidance of the Inclusion Manager, Headteacher and class teacher to assist and support the work of children in their educational and social development.

Key Responsibilities

In addition to all the above statements, the following must also be undertaken:

- 1.1** To aid the school in its drive to raise standards and as directed by the Headteacher, deliver an effective programme of work to small groups of children with the outcome of improving Progress, Attainment and children's emotional development. Monitor and record children's development and attend meetings with staff (when required) to review progress and plan steps to move the children on.
- 1.2** To participate in all in-service training (INSET days) and attend staff meetings where appropriate and to use the information gained to the benefit of the school.
- 1.3** To contribute to the effective running of the school in a positive manner.
- 1.4** Monitoring of resources for your classroom, catering for meetings where necessary, photocopying and tidying the classroom and anything as directed by the class teacher, Inclusion Manager or Headteacher.
- 1.5** To be vigilant of the children's safety at all times and to report any Safeguarding concerns to the Designated Safeguarding Officer.

Classroom Based Responsibilities

At the start of every working day the Teaching Assistant is to work under the direction and guidance of the class teacher in supporting children in all areas of the curriculum, individually or in small groups.

- 2.1** Assisting the class teacher with the preparation of the classroom and any resource material that is required for the day of learning ahead.
- 2.2** Liaising with the class teacher in preparing differentiated work/materials, which the Teaching Assistant will use with groups or individuals. Liaison to include regular feedback.
- 2.3** Assisting in the physical well-being of pupils in the classroom where necessary. This includes the clearing of any bodily fluids i.e. vomit and faeces should a child have an accident; following all policies and procedures in place.
- 2.4** Maintaining records of planned learning activities and pupil/group response for the class teachers' information.
- 2.5** Prepare, present, display and maintain resources in the classroom for use in curriculum support.
- 2.6** To support the children during indoor and outdoor playtimes; to be vigilant in the playground and observe playground rules at all times:
 - Ensure all gates are shut.
 - All exit points are watched.
 - No child to leave school without permission.
 - Check unknown adults who arrive in the playground with the Headteacher, member of Senior Leadership Team or school office.
 - To engage in children's playground games and supervise all activities.
 - To assist children with any problems or concerns.

After School Club Responsibilities

To take part in the running and organisation of After School Clubs. Working with a small group of children to maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.

3.1	Working with a small group of children, deliver a course of engaging activities within a specific topic of activity, i.e. cooking, sewing, art and craft etc.,
3.2	Work alongside and encourage children to be engaged during their chosen After School Club and report any concerns to SLT.
3.3	Ensure that children are safe and behaving well at all times in accordance with the school's Behaviour policy.
3.4	To attend to and resolve any accidents that occur during After School Club time and report any incidents to SLT.
3.5	Follow the policy set for children being collected from school and should you have any concerns, report to a member of the Senior Leadership Team.

Lunch time support worker

General Description:

The Lunchtime Support Worker is responsible for the smooth and efficient running of the lunchtime session – 45 minutes daily.

Key Duties & Responsibilities

To support the children during the lunchtime period during eating times in the dinner hall, playground during playtime, First Aid posts and classrooms during “wet play” sessions. To ensure children are engaged and safe at all times.

4.1	To smile and be happy!
4.2	To be vigilant of the children's safety at all times and to report any Safeguarding concerns to the Designated Safeguarding Officer
4.3	To wear a coloured tabard, which must be laundered each week and be clean and presentable at all times. The tabard must be worn so that the children can easily see you and to ensure that shoulder length hair is tied back when in the dinner hall.
4.4	To lay out the tables, chairs and cutlery ready for lunch at 12:00
4.5	To aid and encourage children to eat their cooked or packed lunch. This may include helping children to:- <ul style="list-style-type: none"> • Carry trays and plates. • Cut their food. • Remind children of table manners and good behaviour whilst at the dinner table. • Assist them in the use of a knife and fork. • Open lunch boxes, drink cartons and food wrappers etc. • Check food has been eaten. • Serve drinks
4.6	To reward children for good behaviour by praising and rewarding children with stickers.
4.7	To demonstrate a calm and caring attitude towards <u>all</u> children, being firm but fair, <u>no</u> raised voices. Go up to a child, bend down to their level and talk to them quietly.
4.8	To encourage children to put their hand up when needing help and not to call out or to leave their seat.
4.9	To send children from the dining hall to the playground, ensuring coats are worn when required and encourage them to go to the toilet on the way out; ensuring that children <u>walk</u>
4.10	To mop up any spillages and to wipe tables when they need it.
4.11	To <u>walk</u> around the playground and observe children playing and to play with the children and to supervise the children's games.
4.12	To be vigilant in the playground and observe playground rules:- <ul style="list-style-type: none"> • Ensure the playground and equipment is safe for the use and report any concerns to the Senior Midday Meals Supervisor and the school office. • All gates are shut. • All exit points watched. • No child to leave school without permission. • Check unknown adults who arrive in the <i>playground</i> with the Headteacher, member of the Senior Leadership Team (SLT) or school office. • To assist children with any problems / concerns.
4.13	When speaking to the children remember to call them by their own name.
4.14	As we are role models for children we should remember to speak to each other in the appropriate manner, including using good manners.
4.15	Assisting in the physical well-being of pupils throughout the lunchtime period where necessary. This includes the clearing of any bodily fluids i.e. vomit and faeces should a child have an accident; following all policies and procedures in place.

4.16	To administer First Aid at the First Aid post and record all incidents in the First Aid Log provided.
4.17	Ensure reasonable conduct and behaviour of the children, maintaining good order and discipline in accordance with the school's Behaviour policy.
4.18	Any inappropriate behaviour should be reported to the class teacher at the end of lunch in a discreet way remembering to state what actions were taken. Ensure that all information is written in the lunchtime behaviour book and stored securely.
4.19	Do not leave the playground until the right number of children are in the line to go.
4.20	To care for children and deal with any sickness including:- <ul style="list-style-type: none"> • Informing the class teacher • Cleaning up. • Inform the Headteacher, member of the SLT or school office of any illness. • Never leave the child unattended at any time.
4.21	When it is necessary, wet play will take place:- <ul style="list-style-type: none"> • Each classroom should have a wet play box stocked by the class teacher. If not a box then use your discretion on what to get out avoiding computer water and sand. • Read stories and play games, keeping the children occupied during the lunch break. • Ensure that the noise level remains low. • Leave the classroom tidy at the end of the lunch break.

This job description is subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the school.

Person Specification		
Please note the following areas that are appropriate for this post:		
	Essential	Desirable
Qualifications		
Qualified to NVQ Level 3 in an aspect of childcare.		✓
Minimum Grade A-C GCSE or equivalent in English and Mathematics		✓
First Aid trained		✓ <i>(training will be provided)</i>
Skills & Attributes		
A good level of written and spoken English	✓	
The ability to use ICT effectively	✓	
Ability to understand and carry out verbal and written instructions	✓	
Ability to organise and prioritise work	✓	
Ability to remain confident yet discreet in dealing with visitors, parents and students	✓	
Be aware of child safeguarding arrangements	✓	
Personal Qualities		
A flexible approach to working and a "can-do" attitude	✓	
Commitment to achieving high standards	✓	
Excellent attendance and punctuality	✓	
Enthusiasm and a positive outlook	✓	
Responsible, honest and reliable	✓	
Good personal organisation	✓	
A sensitive and caring manner	✓	
Calm under pressure	✓	
A firm understanding of the necessity for complete confidentiality at all times	✓	