

Greenshaw Learning Trust (GLT)

Crown Wood Primary School

Job Description

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| Job Title: Teaching Assistant (TA) 1 with Lunchtime Support Assistant (LSA) Role | Location: Crown Wood Primary School |
| Grade: BG-K SCP 1 - 3 | Hours: 31.5 per week, term time only (8.30am – 3.15pm with 30 minutes for lunch) |

| JOB PURPOSE |
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| <ul style="list-style-type: none"> • To assist the learning of individuals or groups of children under the direct instruction of the class teacher. • To provide general support to the class teacher in the management and care of individual and groups of children. • To undertake administrative tasks as directed by the class teacher. • To supervise children during lunchtime and to extend learning by developing social skills and independence and promoting 'active play' and healthy eating. |

| DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE |
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| The postholder reports to the Class Teacher and Team Leader during teaching times and the Lunchtime Supervisor during lunchtimes. |

| MAIN DUTIES AND RESPONSIBILITIES |
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| <p>General Classroom Duties: Under direct instruction of the class teacher or Senior Leadership Team (SLT):</p> <ul style="list-style-type: none"> • Provide for the children's welfare/personal care both individually and in groups and ensure their safety. This could include the administration of medicines to children. • Promote inclusion, act as a role model, show awareness of individual needs and respond to them, • Encourage child interaction and engagement with teacher led activities. • Prepare and routinely maintain classroom materials/resources/displays, assist children in their use, clear afterwards and display children work. • Support and supervise children in lessons in relation to local and national learning strategies e.g., Literacy, Numeracy tasks and using basic ICT to promote learning. • Be aware of children with known behaviour problems or who are vulnerable for any reason • Be aware of children with known medical conditions • Be aware of children's problems and achievements and report to teacher as appropriate. • Support the teacher in managing behaviour; report difficulties as appropriate. • Undertake record keeping, gather and report information from and to parents/carers as required. • Provide clerical and administrative support e.g. photocopying, typing, filing, collecting money etc. • Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person. • Actively support the schools and Trust's equal opportunity policies and ensure that all children have an equal access to opportunities to learn and develop. • Contribute to the overall aims and targets of the school and Trust, appreciate and support the roles of other members of the school work team and attend relevant meetings as required. • Be aware of and take part in the schools performance management framework and participate in |

training and development activities as required.

- Assist with the supervision of children out of lesson times and accompany school trips and other out of school activities with the teacher as required.
- Undertake any other similar duties as required.
- **The post holder is responsible for ensuring that the school's Safeguarding Policy is adhered to and concerns are raised in accordance with this policy.**

Supporting Children with Additional Needs:

- Attend to the personal care needs of a named child. This could include the administration of medicines; Follow the named child's care plan;
- Under the direction and supervision of qualified staff, assist in the delivery of activities enhancing children's social and educational development;
- Undertake pre-determined structured agreed learning activities, including literacy/numeracy programmes, recording achievement and progress and feeding back to the teacher; Follow the named child's Individual Education Plan (IEP).
- Encourage child's interaction and engagement with teacher led activities.

Break & Lunchtime Duties:

- Provide supervision (including the play equipment) to ensure the children's safety at all times; have an awareness of where children are; Remain in designated areas to ensure adequate supervision.
- Report accidents and complete accident form as necessary; Undertake First aid when required.
- Be aware of children with known medical conditions.
- Organise, encourage and / or lead children in the establishment of suitable activities and games, including the use of equipment.
- Implement the school's behaviour policy, ensuring that expectations of behaviour are the same outside as in the classroom; complete logs and report, where appropriate, incidents to the class teacher or senior staff.
- Be aware of children with known behaviour problems or who are vulnerable for any reason and provide pastoral support as required.
- Comply with guidelines and policies as set out by the school.
- Support children while they eat their lunch, making sure tables are clean and that water is available.
- Encourage independence and promote healthy eating, social skills and good table manners.
- Ensure the dining areas are left clean and help set up and clear away as required.
- Undertake other duties, compatible to the role, as directed by the Headteacher.

PERSON SPECIFICATION

| Key Criteria | Essential | Desirable |
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| Qualifications & Experience | <ul style="list-style-type: none"> • GCSE Grade C or better (or equivalent) in English and Maths • Working with or caring for children of relevant age(s) • Willingness to undertake safeguarding training • Willingness to undertake formal first aid training • Willingness to undertake Team Teach or other positive handling training | <ul style="list-style-type: none"> • Formal TA or Childcare Qualification (e.g. NVQ). • Certification in Team Teach or other positive handling training. • Experience of working with children with emotional difficulties and / or challenging behaviour. • Formal First Aid Training. • Qualifications in or significant experience in coaching / leading specific sports or activities. |

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| Knowledge and understanding | <ul style="list-style-type: none"> • Basic childcare and health and safety knowledge. • Some knowledge and understanding of child development and learning • Knowledge of effective behaviour management techniques. • Some knowledge of children’s social, emotional and behaviour needs and how to support these. | <ul style="list-style-type: none"> • Good knowledge and understanding of child development and learning. • Good knowledge of children’s social, emotional and behaviour needs and how to support these. |
| Skills | <ul style="list-style-type: none"> • Ability to relate well to children and adults. • Respond sensitively and flexibly to competing demands from children. • Able to lead games and other activities at lunchtime. • Ability to work constructively as part of a team. • Knowledge of basic first aid. • Ability to use basic technology – photocopier, computer etc. • Possesses skills to undertake general clerical/administrative tasks to support teachers. | <ul style="list-style-type: none"> • Skilled in leading games and other activities at lunchtime. • Skilled in supporting the social / emotional needs of children (i.e. providing pastoral support). • Skilled in supporting children with special educational needs). |
| Personal characteristics | <ul style="list-style-type: none"> • Suitability to work with Children. • Committed to safeguarding children. • Ability to maintain a safe, calm and happy approach. • Ability to cope with personal hygiene needs and respond sensitively to children needs. • Committed to equality of opportunity. • Willingness to participate in development and training opportunities. | <ul style="list-style-type: none"> • Assist teaching staff in dealing with parents and carers. |

Date:

Signature:

