SOUTH ESSEX ACADEMY TRUST
collaboration challenge perseverance innovation

JOB DESCRIPTION

Job Title	**Teaching Assistant & Midday Assistant**
Grade	Scale 3 Point 4-5
Reports to	Headteacher, Deputy Headteacher, SENCO, Senior Midday Supervisor
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose (Teaching Assistant)	To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
Principal Accountabilities	• Working with individuals or small groups of children under the direction of teaching staff. • Implement planned learning activities / teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.
Duties	• Establish positive relationships with pupils supported. • Support pupils with activities which support literacy and numeracy skills. • Support the use of ICT in the classroom and develop pupils' competence and independence in its use. • Promote positive pupil behaviour in line with school policies and help keep pupils on task. • Interact with, and support pupils, according to individual needs and skills. • Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources. • Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour. • Monitor and record pupil activities as appropriate writing records and reports as required. • Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher. • To support learning by arranging / providing resources for lessons / activities under the direction of the teacher. • To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid. • To assist with the preparation, maintenance and control of stocks of materials and resources. • Assist with implementing EHCP targets and one plans

	• Liaise with other staff and provide information about pupils as appropriate. • To assist with the display and presentation of pupils' work. • To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities. • To assist with escorting pupils on educational visits.
Job Title	**Midday Assistant**
Job Purpose (Midday Assistant)	Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.
Principal Accountabilities	• To maintain the safety, welfare and good conduct of the pupils during the midday break.
Duties	• To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room. • To assist children with eating their meal if applicable. • To clear tables when meals are finished and clear up any associated spillages. • To enforce the necessary sanctions for maintaining good order. • To administer basic first aid as required. • To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed. • To provide pastoral care, guidance and routine advice to pupils as appropriate. • Where necessary and appropriate to lead games and activities with the children. • To alert Senior Midday Assistant and / or the Headteacher of any concerns regarding an individual child or group of children.
General	• To understand and apply school policies in relation to health, safety and welfare. • Attend relevant training and take responsibility for own development. • Attend relevant school meetings as required. • To respect confidentiality at all times. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.

	• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.