



Teaching Assistant / Midday Assistant Job Description

Post: Teaching Assistant with Midday supervision

Responsible to: Headteacher, Deputy Headteacher, SENCO's and Class Teacher

Responsible for: To work in partnership with class teachers to assist pupils' individual progress and attainment, working in line with the school's curriculum, codes of practice and school policies and procedures.

Duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and learning

- Interact with, and support pupils, according to individual needs and skills
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support pupils with activities which support English and Maths skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- To attend to pupils' personal needs including help with social, welfare, care and health matters
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- Assist with the development and implementation of EHCP and Interventions for targeted pupils
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- Assist the teacher and other staff in the implementation of care programmes

- Participate in meetings such as EHCP Reviews and meetings with specialist teachers and/or other professionals working to support that child's development.
- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- To assist with the preparation, maintenance and control of stocks of materials and resources
- Liaise with staff and other relevant professionals 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 post holder should facilitate games and activities
- To assist with escorting pupils on educational visits
- To assist pupils during activities e.g. swimming, PE
- Working with individuals or small groups of children under the direction of teaching staff.
- Provide support to pupils of various abilities including those with Special Needs.
- Assist in the educational provision and social development/welfare of pupils under the direction and guidance of the head teacher, SENCO, class teachers and subject leader
- To encourage pupils to become independent learners
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities
- Work with other professionals, such as speech therapists and specialist teachers, as necessary
- Assist class teachers with delivering a differentiated lesson to suit mixed ability and support with maintaining pupil records/markings
- Support pupils with emotional or behavioural problems and help develop their social skills

Administrative duties

- Prepare and present displays of pupil's work
- Support class teachers in photocopying and other tasks in order to support teaching
- To contribute to the maintenance of the pupil's progress records including where applicable those relating to SEN provision.
- To participate in the evaluation and review of EHCP Plans for specific pupils where used.
- Undertake other duties from time to time as the Head Teacher requires

Standards and Expectations

- St Mary's Catholic Primary School is committed to safeguarding and promoting the safeguarding the welfare of children and expects all staff and volunteers to share this commitment.
- Promote and maintain good relationships with all colleagues within the school.
- Set a good example in terms of dress, punctuality, attendance and code of conduct

- Attend team and staff meetings when required
- Encourage and model positive behaviour and dealing with disruption as agreed in the school's Behaviour Management Policy
- Undertake professional duties that may be reasonably assigned by the head teacher e.g. break time duties, clubs, registering a class etc.
- Be proactive in matters relating to health and safety
- Be vigilant and follow all safeguarding procedures.
- To be aware of and follow school policies.
- Maintain professional relationships and communication with parents within the school
- To maintain confidentiality at all times.

Midday Assistant Duties and Accountability

- To maintain the safety, welfare and good conduct of the pupils during the midday break
- To assist children in selecting their meal and sitting in an appropriate place in the dining hall.
- 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 in line with the schools behaviour policy.
- To escort where appropriate children to the midday first aider.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- To alert the Headteacher of any concerns regarding an individual child or group of children
- To tidy the hall following the lunch period ready for afternoon sessions

Other duties and responsibilities

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.