



ROSE GEEN INFANT SCHOOL
JOB DESCRIPTION – TEACHING ASSISTANT & Midday Meals contract
Salary: Grade 3, Points 3-4 for TA role and Grade 2, Points 2-3

Temporary – Maternity Cover (Term time only)

To work under the instruction and guidance of the Headteacher, SENDCo and teaching staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Learning Plans and Personal Care Programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities and accurately record achievement and progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests as directed and undertake routine marking of pupils' work.
- Provide clerical/administration support e.g. photocopying, filing, etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

SUPPORT AT LUNCHTIME

- Be responsible for the behaviour of pupils during the lunch time period both indoors and outdoors, in accordance with the school's behaviour policy.
- Actively engage with the children when on playground duty in order to facilitate stimulating and purposeful play.
- Ensure that Health and Safety practices and procedures affecting pupils and other supervisory staff are maintained, including risk assessment before using outdoor play equipment and the reporting of accidents etc.
- Administer first aid as required (if trained).

- Assist in ensuring that only authorised persons are on school premises during the lunch time period.
- Liaise with the kitchen staff on the service of school meals as needed.
- Undertake training as deemed necessary.
- Discharge other related duties or responsibilities as defined by the Headteacher.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos and work of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Reviewed January 2021