



Job Description

Teaching Assistant with Lunchtime Supervision

Updated & Agreed: February 2024

Job title:	Teaching Assistant and Lunchtime Supervisor
Salary:	Bucks Pay
School:	Twyford C of E School
Responsible to:	The Headteacher

Purpose of the Role

To work under the direct instruction of teaching staff and the Headteacher to provide opportunities to learning for pupils and to facilitate and move forward the learning of the individual children.

To maintain a stimulating, ordered, child-centred learning environment, both inside and outside.

To provide support to pupils during the lunchtime period.

General Responsibilities

Support for Pupils

Help to keep pupils safe by knowing and using the child protection policy and procedures. This includes responding to accidents, emergencies, illness and enforcing safe use of the internet

Attend to the pupils' personal needs including social, health, first aid and welfare matters

Supervise and support pupils ensuring their safety and access to learning

Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs

Facilitate the progression of social skills of all children so they are able to interact with others constructively and engage in learning activities which are led by themselves, their peers and by the teacher

Promote learning behaviours including independence and problem-solving

To provide learning support for pupils in class or in 1:1 or small group interventions

To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required, e.g. worksheets, games, visual prompt cards etc.



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Provide positive reinforcements, praise and rewards to pupils

Support for the Teacher

Prepare learning areas as directed for the day. Ensure all areas are tidy and clean inside and outside

Be aware of pupil progress/achievements/barriers to learning and communicate these to the teacher

Undertake pupil record keeping as requested

Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

Support for the Curriculum

Implement agreed learning activities/teaching approaches, as directed by the class teacher

Prepare and maintain equipment. resources as directed by the teacher and assist pupils in their use

Monitor individual child's performance and adapt and support as necessary

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 the Headteacher

Be aware of and support individuality and ensure all pupils have equal access to opportunities to learn and develop

Contribute to the overall ethos/work/aims of the school

Establish constructive relationships and communication

Participate in training (including first aid training and safeguarding training), meetings and other learning activities and performance development as required at school or in the local area

Assist with the supervision of pupils out of lesson times, including lunchtimes and playtimes. When children are indoors at playtime because of inclement weather, ensure that children are quietly occupied and that the area is left tidy and ready for the next session

Ensure pupil's behaviour is appropriate and in line with school policy



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Accompany teaching staff and pupils on visits and out of school activities when appropriate

To work collaboratively with the whole school team

To help maintain a safe, tidy and inspiring learning environment around the school

To follow daily routines, procedures and policies

Lunchtime Supervision Duties

HALL DUTIES

- Set out tables and chairs ready for lunch at 12.00 noon
- Quickly settle children at tables
- Help with any difficult boxes, cartons and wrappings
- Supervise children getting a hot meal
- Mingle with children, encouraging but not insisting that they eat their lunch
- Inform class teacher if a child has regular problems with eating their lunch
- Clean and mop up spills
- Tables and chairs to be wiped after children have finished eating
- Tables and chairs must not be stored away before the end of the session
- The hall must be left clean and tidy for the afternoon session

PLAYGROUND DUTIES

- Supervise safety of children at all times. The children must not be in the playground unsupervised
- Children should be encouraged to play together calmly
- Support children in their playing by suggesting and actively taking part in some play
- Serious misconduct must be reported to Headteacher
- Use Walkie-Talkie to access help if needed on the playground
- Ring bell at end of the lunch break

FIRST AID DUTIES

- Injured or ill children must be attended to with the use of the first aid kit provided
- The teacher should be advised of any illness or injury requiring their attention

WET PLAY DUTIES

- All internal doors into the classrooms must be kept open
- Wet play activities to be given out. NO SCISSORS
- Children may be brought together for stories. Singing games etc.

Professional Characteristics

Actively and positively participate in performance management

Participate and engage in professional development, sharing expertise and experiences as required

Carry out any other duty which is deemed reasonable by the Headteacher



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Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. This job description will be reviewed annually and any changes will be subject to consultation.

Signature of post holder:

Date: / /

Signature of headteacher:

Date: / /