

Foxborough Primary School – Job description

Job title	Teaching Assistant & Lunchtime Supervisor (see separate Job Description)
Pay and conditions	<p>Salary Range: Grade 2-3, point 10 - 18</p> <p>Term time (38 weeks) plus 2 days</p> <p>Hours: 32.75 hours per week 8.30am to 3.45 Monday to Friday including one 15 minute break duty per week (4 x 15 minute breaks, unpaid)</p> <p>Lunch break: 30 minutes</p> <p>30 min lunch duty (during the student lunch hour); Monday to Friday paid at the Pioneer lunchtime supervision rate of £20.00 per hour</p>
Notice Period	4 weeks

JOB PURPOSE

- Work under the direct instruction/guidance of teaching staff, usually in the classroom or outside the main teaching area, 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
- Assist with the promotion of inclusion for all pupils including those with learning difficulties and disabilities within the whole life of the school
- Contribute to the appropriate strategies in relation to SEND and Every Child Matters
- Assist in the positive behaviour management requirements in the classroom and around the school
- Work as part of the SEND team to offer a coherent and consistent package of support to teachers and relevant pupils
- Be flexible and willing to adjust and adapt to the changing needs and requirements of responsibility
- Contribute to the overall ethos, work and aims of The Trust

KEY AREAS OF IMPACT

Main Duties and Responsibilities:

Operational

Level 1

- Establish and maintain good relationships with all pupils, parents/carers, colleagues and other professionals
- Attend to the student's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Assist with changing and personal care
- 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
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher and staff
- Encourage pupils to act independently as appropriate
- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Liaise with the teacher and contribute to classroom planning – informally
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Support pupils in respect of local and national learning strategies e.g. English, Maths, early years, KS1/2 tasks, as directed by the teacher

- Support pupils to understand instructions
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
- 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
- Appreciate and support the role of other professionals
- Assist with the supervision of pupils out of lesson times, including before & after school, break time(s) and at lunchtimes

Additional for Level 2

- 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 Education /Behaviour Plans and Personal Care programmes
- Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable
- Support provision for pupils with special needs
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher 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
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc
- Challenge and motivate pupils and promote and reinforce self-esteem
- 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 and undertake routine marking of pupils' work
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Assist in the preparation and development of agreed curriculum activities
- Undertake programmes linked to local and national learning strategies e.g. English, Maths, early years, KS1/2 tasks, recording achievement and progress and feeding back to the teacher/resource base leader

Administrative

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports
- Deal with correspondence promptly and as required
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money, classroom displays

Professional competence and behaviour:

- Maintain professional knowledge and competence;
- Provide a professional, up-to-date and purposeful service;
- Be responsible for their own professional practice and decisions and take responsibility for identifying and meeting their own development needs.



Ethical standards and integrity:

- Establish, maintain and develop professional relationships based on confidence, trust and respect for all colleagues and stakeholders;
- Demonstrate sensitivity for pupils' and stakeholders' practices, culture and personal beliefs;
- Advance employment and professional practices that promote equality of opportunity, diversity and inclusion;
- Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

General

- Attend relevant meetings and training sessions as required
- Attend school events as required
- Understand and assist in interpretation of school policies
- Assist in escorting pupils on educational visits and to participate in extra-curricular activities as required
- Invigilate school and public examinations and tests as required
- Cover for absent colleagues as directed
- Provide an effective first aid service when required to staff, pupils and school visitors at Foxborough Primary School as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
 - Making accurate and appropriate recordings of all first aid cases
 - After making an initial evaluation and assessment, dealing with and recording minor first aid incidents
 - Contacting parents/carers as required
 - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
 - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary

SAFEGUARDING

Pioneer Educational Trust is committed to safe-guarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

ADDITIONAL DUTIES

- Play a full part in the life of the Trust community including duties to support the ethos and encourage pupils and colleagues to follow this example
- Actively engage in the appraisal process
- Continue professional development as agreed

ADDITIONAL NOTES

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.