



# Ronald Ross Primary School

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## JOB DESCRIPTION/PERSON SPECIFICATION

### Teaching and Learning – Teaching Assistant / Midday Supervisor (General)

DURATION:	Temporary – 1 year fixed term in first instance
POST:	Teaching Assistant
GRADE:	Scale IC Point 2
RESPONSIBLE TO:	Class Teacher

PURPOSE	Responsible, under the direction or instruction of the teacher or line manager, to work with individual pupils or to work with small groups to supervise physical and general care of pupils, including those with SEN. Also, to support access to learning for pupils and provide general support to the teacher in the teaching and management of pupils inside the classroom and the care and supervision of pupils on the playground.
SUPPORT FOR PUPILS	<ul style="list-style-type: none"> <li>Attend to the pupils' educational needs and personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters (including medical procedures) following appropriate training</li> <li>Supervise and support pupils ensuring their safety both within the classroom and on the playground</li> <li>Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs</li> <li>Promote the inclusion and acceptance of all pupils</li> <li>Encourage pupils to interact with others and engage in activities led by the teacher</li> <li>Encourage pupils to work independently as appropriate</li> <li>Set challenging and demanding expectations for all pupils</li> </ul>
SUPPORT FOR THE TEACHER	<ul style="list-style-type: none"> <li>Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils' work</li> <li>Be aware of pupil problems, progress and achievements and report to the teacher as agreed</li> </ul>

Head Teacher: Mrs Abby Brady  
 Deputy Head Teacher: Ms Brinder Bains  
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	<ul style="list-style-type: none"> <li>• Undertake pupil record keeping as requested</li> <li>• Support the teacher in managing pupil behaviour, reporting difficulties as appropriate</li> <li>• Cover supervision as requested e.g. HLTA/ Level 3 Qualification</li> <li>• Provide basic clerical and administrative support e.g. photocopying, typing, filing, collecting money etc.</li> <li>• Undertake routine marking of pupils work as required, in line with the school's 'Marking and Feedback' policy.</li> <li>• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy</li> </ul>
SUPPORT FOR THE CURRICULUM	<ul style="list-style-type: none"> <li>• Support pupils to understand instructions</li> <li>• Support pupils in undertaking literacy, numeracy and other learning tasks as directed by the teacher</li> <li>• Supporting the use of ICT in learning activities</li> <li>• Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use</li> </ul>
SUPPORT FOR THE SCHOOL	<ul style="list-style-type: none"> <li>• Be aware of and comply with all school policies including those procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop</li> <li>• Contribute to the overall ethos, work and aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Assist with the supervision of pupils out of lesson times, including break/lunchtimes and before and after school as directed</li> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility of a group as directed</li> <li>• To be fully aware of, understand and comply with the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</li> <li>• To be fully aware of and comply with the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role</li> <li>• To ensure that the worker's line manager (class teacher and designated person for child protection) is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</li> </ul>

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MID-DAY SUPERVISOR	<ul style="list-style-type: none"> <li>• Supervision and management of pupils during the mid-day break, in the dining areas and the school premises and the play areas.</li> <li>• Assisting and directing pupils in the dining areas and elsewhere</li> <li>• Dealing with incidents of unruly behavior, referring matters to the Senior Mid-day Supervisor when necessary.</li> <li>• Assist as directed with arrangements for the administration of the taking of school meals.</li> <li>• Supporting the Authority's policies regarding healthy eating and ethnic meals, etc.</li> <li>• Reporting back issues/concerns regarding individual or group behavior to the class teacher on a daily basis.</li> </ul>
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Undertake any additional responsibilities or duties which from time to time may reasonably be directed by the Head teacher.

*This role description will be reviewed annually as part of the performance management review process after consultation with the Headteacher and postholder.*

Signed.....Teaching Assistant.....date.....

Signed.....Headteacher.....date.....

#### PERSON SPECIFICATION

##### 1. EXPERIENCE

- Working with or caring for children of relevant age

##### 2. QUALIFICATIONS

- Good numeracy and literacy skills GCSE; s or equivalent
- Completion of the Teacher Assistant Induction Programme
- Willingness to participate in development and training opportunities

##### 3. KNOWLEDGE AND SKILLS

- Basic knowledge of first aid
- Use basic technology – Microsoft software, video, photocopier etc.
- Ability to relate well to children and to adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

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