**St. Michael’s CE Primary School**

Job Description and Specification – **Teaching Assistant Post**

horizontal line

St. Michael’s CE Primary is a lovely school and one of which we are very proud. We have fantastic pupils who are keen to learn and a staff who are talented and committed. The ethos of the school is centred on excellent relationships between pupils and staff and is about learning and achievement for all, working together for the good of all.

St. Michael’s is a stimulating place to work and because of this achieves excellent academic results and accolades for our work. We have a clear and targeted focus on learning and developing a love of learning. This applies to adults as well as children and we pride ourselves on our professional development opportunities and our commitment to staff development.

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## St. Michael’s School Profile

St. Michael’s is a Church of England school situated along Granville Road, Southfields. We are a Voluntary Aided Primary School where the staff and Governors work in partnership with Wandsworth Education and the Southwark Diocesan Board of Education. The school has a long-established association with the Parish Church of St. Michael’s and regular visits are made to the Church during the term and for the end of term services.

## Our Recent Ofsted Inspection 2022 stated that:

*‘Parents and carers praise the ‘family feel’ of the school’s community. Leaders and staff work together to ensure that expectations are high for all pupils, particularly for pupils with special educational needs and/or disabilities (SEND).’*

*‘Pupils behave well and have positive attitudes. They actively and sensibly take part in lessons. Adults encourage pupils to share their views which helps to build their confidence. The school is a calm and orderly environment. Pupils settle quickly and do not waste learning time.’*

*‘Members of the governing body provide a strong balance of support and challenge. They are knowledgeable about leaders’ work and reflect on the difference that initiatives make. For example, members of the governing body worked closely with leaders to ensure staff well-being was a high priority. Staff value how leaders consider their workload.’*

**Our last SIAMS Church Inspection 2019 stated that:**

*‘The school has a deeply embedded inclusive Christian vision that excellently expresses its mission of Christian service to its diverse community. This is based on the biblical teaching of the value and potential of everyone, each being precious to God. Through insightful leadership, and accurate self-evaluation, its Christian foundation is kept consistently to the fore. It consequently is relevant and responsive to the strengths and challenges of school life, making this a forward-thinking and outward-looking institution. It successfully challenges and nurtures pupils’ academic and personal development. Consequently, all pupils, including the most vulnerable, flourish and make very good progress from their various starting points, leading to outcomes being consistently above local and national averages.’*

Within our school we aim to create a secure, happy and hard working environment in which children can develop and they are encouraged to work in partnership with each other.

## Job Description

**Job Title:** Teaching Assistant and Midday Meals Supervisor

**Salary Range:** Teaching Assistant Spinal point 2 (1C)

**Responsible To:** Headteacher - Mrs. Ann-Marie Grant

**Purpose of the Job**

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 management of pupils and the classroom.

To support the safe and happy supervision of pupils during the lunchtime break ensuring their wellbeing is catered for.

**Support for the pupils**

* Attend to the pupils’ personal needs, and implement related personal programmes, including social,  health, physical, hygiene, first aid and welfare matters including medical procedures following  appropriate training
* 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  Encourage pupils to act independently as appropriate
* Assisting and directing pupils in the dining areas and elsewhere.
* Assisting with the safe and happy supervision of pupils and interacting with games and lunchtime pay activities.
* Dealing with incidents of negative behaviour & informing the Senior Midday Supervisor of

      any behaviour issues.

* Referring matters to Senior Midday Supervisor where necessary.
* Administering first aid as and when appropriate and recording all accidents in the school accident record.
* Attending meetings with the Headteacher when requested.
* Assist, as directed, with arrangements for the administration and the taking of school

     meals.

* Assisting as directed with the maintenance of orderly arrangements both for the taking of the school meal and the use of the buildings and other areas by pupils.
* Supporting the Authority's policies regarding school meal provision (i.e. healthy eating

     and ethnic meals)

* To attend relevant training courses as appropriate and be aware of new procedures and

      regulations.

* In partnership with the Senior Midday Supervisor and other Midday Supervisors be familiar with, and implement the lunchtime guidelines.
* Have an understanding and knowledge of the reporting of behaviour at lunchtime to the relevant member of staff and also of logging details for the uploading onto CPOMS as part of the school tracking system.

**Support for the Teacher**

* Prepare the classroom as directed for lessons and clear afterwards and assist with the display of  pupils work
* Be aware of pupil problems, progress and 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 and report information from and to parents or carers as directed
* Provide basic clerical and administrative support e.g. photocopying, typing, filing etc.

**Support for the Curriculum**

* Support pupils to understand instructions
* Supporting pupils in undertaking literacy and numeracy tasks as directed by the teacher
* Supporting pupils in using basic ICT as directed
* Prepare and maintain equipment and resources as directed by the teacher and assist pupils  in their use

**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, work and aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as  required
* Assist with the supervision of pupils out of lesson times, including before and after school  as applicable
* Accompany teaching staff and pupils on visits, trips and out of school activities as required.

**Main Responsibilities**

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

**Job Specification**

**Professional Objectives**

When writing the supporting statement please ensure that you have **covered all the points below in order.** Please give personal examples to support the points, which make clear your role and responsibilities.

**Qualifications**

* Educated to at least GCSE level or  equivalent in Maths and Literacy

**Experience**

* Previous experience of working with children in an educational environment is desirable.
* Previous experience of working with children who have special educational needs is desirable.

**Knowledge, Skills and Abilities**

* Shows a clear understanding of what  will be involved in addressing the key  tasks in the job profile
* Ability to work as part of a team as  well as independently
* Ability to use Information and
* Communications Technology
* Shows a clear understanding of the  role of support staff in underpinning  teaching and learning in a school situation
* Creative ideas and the ability to prepare and mount display work
* Knowledge of games and team building activities for playground use is desirable

**Personal Qualities:**

* Sympathetic to the Christian ethos of our Church of England School.
* High expectations of all learners
* Committed to taking account of pupils’ views for school improvements
* Reflective and self-evaluative in developing as a teaching assistant
* Adaptable and flexible.
* Recognises the importance of confidentiality in a school context.

If you think you can fulfil this job description and would like the opportunity to develop professionally and enjoy teaching children, St. Michael’s is the school for you!

Find out about us on our school website: [**www.stmichaels.wandsworth.sch.uk**](http://www.stmichaels.wandsworth.sch.uk)