

## **JOB DESCRIPTION**

- JOB TITLE:** Teaching Assistant – Level 1 (Named Child) with Midday Supervisory Assistant responsibilities
- LOCATION:** Silsoe VC Lower School, Chestnut Avenue, Silsoe, Bedford, MK45 4GP
- RESPONSIBLE TO:** Classroom Teacher/SENDCo/Headteacher
- JOB PURPOSE:** Under the direction of teaching staff/managers, to assist with the care of individual or groups of pupils, to support their learning and development and ensure their safety.

### **Main duties and responsibilities:**

#### Support for Pupils

1. To support pupils as directed by the Headteacher/SENDCO/Class teacher
2. To become familiar with, understand the specific needs of the pupil(s) to be supported and provide learning support strategies to enable best outcomes for the child.
3. To establish a professional supportive relationship with the pupil(s)
4. Attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
5. Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
6. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
7. Whilst there may be a specific requirement to support a named pupil or pupils with a Special Educational Need or an Education Health and Care Plan, support to other pupils may also be required, at the direction of the Headteacher.
8. To assist with preparation for school visits and the supervision of pupils on such visits, as directed by the teacher.

#### Support during the midday break

1. Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.

2. Supervision of hand washing as required.
3. Supervision of pupils' entry into the dining room, including any walk or journey to the dining room, which might be required.
4. Assistance for pupils where necessary to carry trays etc. to table and to return empty dishes etc. to service counter.
5. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery, assistance in the clearance of any spillage etc. if required.
6. Taking such steps as are necessary when pupils are sick and summoning any assistance needed to deal with injuries or illness from a First Aider.
7. Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy.
8. Organising play/games as appropriate on the playground/school field and inside school on wet days.

#### Support for Teachers

1. To assist in the efficient preparation, maintenance and use of classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc.)
2. To assist teachers with educational activities in the classroom to support pupils' learning and development.
3. To work with individuals and groups to support expectations of acceptable personal and social behaviour and on basic tasks help to make these part of the learning experience
4. To provide regular feedback about the pupil(s) to the class teacher and SENDCo
5. To assist with record-keeping on pupils as required, including information on pupil progress.
6. To assist the class teacher in delivering Special Educational Needs Support Plans (SEND Support Plan), as necessary.

#### Support for the school

1. To work effectively with colleagues as part of a team; at all times working within the school's policies and procedures.
2. To be aware of and follow school policies and procedures.

3. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Class Teacher/Headteacher.
4. To attend staff meetings when required, participate in performance management arrangements and undertake training and development activities.
5. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
6. To actively promote and support the safeguarding of children and young people in the setting, ensuring that school safeguarding policies and procedures are observed at all times.
7. To be aware of safeguarding issues, reporting where necessary to the designated safeguarding lead.
8. To be aware of and respond to the Prevent Strategy.
9. To undertake tasks of a similar nature and level, as directed by the Class teacher/Headteacher.