

|  |
| --- |
| **Raglan Primary School (Part of Mosaic Schools Learning Trust)**  **Teaching Assistant/Midday Meals Job Description** |

**Post:** Teaching Assistant/Midday Meals

**Reports to:** Inclusion Head/Head teacher

**Job purpose:**

The Teaching Assistant/Midday Meals Supervisor will be a member of a multi-disciplinary team, primarily under the leadership and supervision of the teacher/Inclusion Head/Head of Language Provision. He/she will work with individual children to support their communication, emotional and social needs and enable access to learning. He/she will also provide general assistance to the teacher in the support of pupils in the classroom. He/she will liaise with the Inclusion Head and outside agencies to develop and implement strategies plus interventions to meet the child’s needs. The needs of individual children will differ but below is a survey of the possible responsibilities and duties.

**Summary of Responsibilities and Duties**

**Support for pupils**

* Establish a positive relationship with a strong sense of mutual trust;
* Supervise and support the pupil ensuring his/her 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;
* Support the pupils to communicate their needs and interact with adults and peers;
* Support the pupil with personal care such as toileting, eating, dressing and undressing if required;
* Encourage the pupil to interact with others and engage in activities led by the teacher;
* Support child with physical activities in lessons, break and lunch time
* Supervise the pupil encouraging the pupil to interact with others, to engage in activities led by the teacher, and to act independently;
* Develop and implement strategies and interventions for the pupil under the guidance of the Inclusion Head, Head of Language Provision and other members of the SEND team in school and external professionals.

**Support for the Teacher**

* Be aware of pupils’ barriers/progress/achievements and report to the teacher as agreed;
* Undertake record keeping as of any interventions provided for the child;
* Assist the teacher in supporting the pupil’s social and emotional difficulties;
* Assist the teacher to support other pupils in the classroom;

**Support for the Curriculum**

* Support the pupil/pupils understanding;
* Supporting the pupil /pupils in undertaking literacy and numeracy tasks as directed by the teacher;
* Supporting the pupil/pupils with other areas of the curriculum as directed;
* Prepare and maintain equipment/resources as directed by the teacher and assist the pupil in their use;
* Assist the teacher with the preparation, use and maintenance of classroom resources;

**Support for the school**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person;
* Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate;
* Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop;
* Contribute to the overall ethos/aims of the school;
* Attend relevant meetings as required;
* Participate in training and other learning activities and performance development as required;
* Assist with the supervision of the pupil/pupils out of lesson time, including before and after school in line with directed hours;
* Accompany teaching staff, pupil and the classes on educational visits and out of school activities as required;
* Undertake any reasonable request by the teacher or senior leader;
* Undertake a lunch duty;

**Management and Leadership**

Fully and positively participate in the schools’ performance review process in order to develop and enhance personal and school performance.

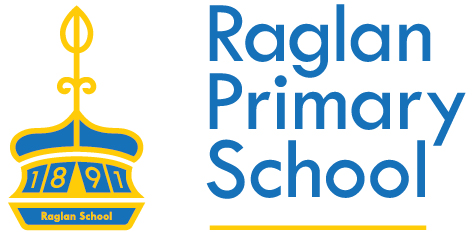
**Equalities**

We are committed to providing equality and tackling prejudice at Raglan. All staff are required to follow the schools policies and procedures and to play their part in eradicating inequality.

**SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview. Because the post allows access to children, candidates are required to comply with Trust procedures in relation to police checks.

**NB: This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibility appropriate to the grading of the post.**



**Raglan Primary School (Mosaic Schools Learning Trust)**

**Person specification**

**Grade:** BR4

http://valleyprimary.co.uk/images/gallery/16105/connect%20logo.png

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

**Reports to:** Inclusion Head/Headteacher

**Experience:**

Working with children in a primary school is (essential)

**Qualifications:**

* Experience of working with children with SEND (desirable)
* NVQ 2/3 or equivalent qualifications or experience (desirable)
* First Aid Training (desirable)
* Have Grade A – C GCSE or equivalent in English and Maths (essential)
* Good numeracy and literacy skills (essential)
* Knowledge and/or experience of SEMH needs in primary aged children (desirable)

**Knowledge and Training**

* Effective use of ICT to support learning (essential)
* Use of other equipment technology – video, photocopier
* Knowledge of relevant policies/codes of practice and awareness of relevant legislation (desirable)
* General understanding of national curriculum and other basic learning programmes (desirable)
* Basic understanding of child development and learning (essential)
* Ability to self-evaluate learning needs and actively seek learning opportunities (essential)
* Ability to relate well to children and adults (essential)
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these (essential)
* Knowledge of Child Protection procedures and how to keep children safe (desirable)

**Personal Qualities (all essential)**

* Strong interpersonal skills
* A positive attitude and be a part of the scheme
* The ability to follow the advice of professionals and to act upon it with enthusiasm
* A flexible approach towards classroom routines and teaching strategies
* Able to use initiative