

**Trinity Academy Akroydon**

**Job Description**

Job Title: Teaching Assistant / Midday Supervisor

Job Scale: Teaching Assistant: Scale 2 (Point 3-4)

Teaching Assistant: Scale 1b (Point 1)

The post holder will undertake the two distinct and defined roles of a Teaching Assistant (30 hour per week) and Midday Supervisor (3.75 hours per week).

**TEACHING ASSISTANT**



|  |  |
| --- | --- |
| **Core Purpose:** | |
| * To undertake a specialist role working collaboratively with teaching staff and other support staff to enhance the development and education of pupils. * To meet the specific needs of individual pupils, or a small group of pupils, as directed by teaching staff. * To meet the specific needs of individual pupils, in line with their statement of Special Educational Needs. | |
| **Reporting to:** Assistant Principal | |
| **Main Responsibilities** | |
| **1.** | Support the preparation, planning and implementation of individual and group learning activities and intervention programmes across the academy, working alongside and in conjunction with professional teaching staff. |
| **2.** | Use appropriate learning strategies, resources and specialist equipment to meet the learning objectives of lessons; differentiating tasks as appropriate for individuals or groups of children with varied abilities and special needs. |
| **3.** | Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment, and pre-empt/deal with situations arising in accordance with academy policies and procedures. |
| **4.** | Evaluate pupils' responses throughout learning activities, determine what each child can achieve unaided and the point of intervention for the provision of appropriate learning scaffolding. |
| **5.** | Analyse, monitor and track individual pupil progress through a range of assessment and monitoring techniques; deliver pupil learning boost sessions for identified and specific areas of weakness; provide accurate assessments and reports on development to inform the class teacher’s decisions regarding Individual Education and Behaviour Plans for pupils. |
| **6.** | Access, maintain and update a range of pupil and academy records to facilitate assessment of pupils’ progress. |
| **7.** | Ensure that pupil’s health and safety is maintained in, around and for out of academy educational visits including supervised use of subject specific tools, equipment and learning materials. |
| **8.** | Supervise attendance to the pupil’s personal, social and physical needs by other academy staff so that pupil’s wellbeing is maintained. |
| **9.** | Prepare and maintain classroom resources so that they are readily available for use. |
| **10.** | Liaise with other professional staff, parents and outside agencies to ensure effective communication concerning the maintenance of pupils’ wellbeing. |
| **MIDDAY SUPEVISOR** | |
| **Core Purpose:** | |
| * To supervise pupils during their lunch break. * To ensure the Health and Safety of pupils during their lunch break. * To work as part of a team to ensure that all pupils are supervised across all areas of the Academy. | |
| **Reporting to:** Senior Midday Supervisor/Lunchtime Playleader | |
| **Main Responsibilities** | |
| **1.** | To supervise pupils and to ensure that the Academy premises and grounds are supervised in a safe, reasonable manner. |
| **2.** | To supervise all areas of the Academy, as directed. This includes outside areas, dining room and queuing areas. |
| **3.** | To ensure adequate control is kept when pupils are queuing. |
| **4.** | To maintain good pupil behaviour, ensuring they respect Academy property and staff. |
| **5.** | To ensure that pupils clear dining tables, stack crockery etc. |
| **6** | To ensure Health and Safety of pupils and staff during periods of duty. |
| **7** | To report any incidents of concern, including poor behaviour, incidents of bullying and any injuries. |
| **8** | To react calmly and responsibly when dealing with challenging situations. |
| **9** | To react calmly and responsibly in emergency situations. |
| **10** | To supervise pupils back into lessons at the end of their lunch break, ensuring that the outside areas are clear of pupils and their possessions. |
| **11** | To engage in organised play activities and actively engage with the children whilst outside. |
| **Other Specific Duties** | |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school. * Treat all pupils with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people. * To continue personal professional development as required * Attend staff and other meetings and participate in staff training and development events as required * To actively engage in the performance review process * All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary * To work in the best interests of the Academy, pupils, parents and staff * To adhere to the Academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety * Undertake the role of a Form Tutor within the academy’s Vertical Tutoring pastoral structure, and provide relevant and appropriate pastoral support * To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role * To work at locations across the academy Trust, as required.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSON SPECIFICATION** | | | |
| **Job Title:** Teaching Assistant / Midday Supervisor | | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** | |
| **Qualifications & Experience** | * Good numeracy and literacy skills * Experience of basic technology, PC, internet, MS Office packages * Ability to relate well to children and young people. * Experience of working with, or caring for, children or young people of relevant age. * Experience of supervising pupils, or young people | * Full and relevant Level 3 qualification. * 4 GCSE’s including English and Maths (or equivalent). * Relevant experience of a learning environment * Current First Aid Certificate | |
| **Knowledge & Understanding** | * Understanding of the purpose and role of learning support * Understanding of the classroom environment * Understanding of behaviours not conducive to learning and able to deal with a variety of situations * A good understanding of good quality childcare | * Understanding of Safeguarding and Child Protection issues * Knowledge of First Aid * Understands the abilities of pupils across the Academy and able to provide the required level of support | |
| **Skills & Abilities** | * Work as an effective team member and apply given instructions * Able to apply written and verbal instructions * Able to set up basic, and routinely use, equipment and resources under the instruction of the teacher * Able to organise, plan and complete tasks. * Initiative to support learning, with some guidance and support from the teacher * Able to communicate effectively with young people and adults (parents, other staff) * High personal standards and able to provide a role model for children and staff * Ability to understand and follow school policies * Ability to complete basic administrative duties such as log book,records and incident reports * Seek support and advice when necessary | * Willingness to develop own understanding through advice and training * Think clearly in emergency situations | |
| **Personal Qualities** | * Enjoyment in working with young people and families * An excellent record of attendance and punctuality * Prioritise and manage own time effectively * Commitment to personal development and learning. | * Reliability, integrity and stamina * Respect confidentiality | |