



Job Title: EYFS One to One TA

Grade: Scale 1C

Hours: 4 (Tuesday and Wednesday 11.30am until 1pm, Friday 12pm until 1pm, with flexibility to work alternate Friday mornings from 9am-12pm)

Job Purpose:

To ensure the security and care of the nursery children and to promote their social development during the lunch time period.

Main Duties and Responsibilities:

1. To supervise children, during the lunch period, in dining hall, EYFS playground areas and school premises, ensuring the health safety, welfare, physical and mental well-being of children and the maintenance of good order and discipline.
2. To provide First Aid to children as required.
3. To monitor the behaviour of children discouraging in a positive way any anti-social behaviour and reporting any incidents to the headteacher/teaching staff as appropriate.
4. To ensure the safety and well being of children, providing emotional support where necessary.
5. To arrange and supervise appropriate activities.
6. To ensure that all children who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
7. To take part in training appropriate to the job of midday supervisor.
8. Take part in any appraisal arrangement made by the school.
9. To ensure safety of named child and appropriate medical care.
10. To undertake any other duties consistent with the purpose of the job.

Dining Hall

11. Before children enter the dining hall, to ensure that children have visited the toilet and washed their hands where appropriate.
12. To organise dinner queue and entrance of children into dining hall and from dining hall to EYFS area: ensuring good behaviour and calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report incidents as appropriate.
13. To encourage all children to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
14. To encourage social skills and good table manners, ensuring safety with knives and forks.
15. To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Playground

16. Where appropriate, to collect children from classroom ensuring that they are adequately dressed for the weather conditions.
17. To supervise and control entrance and exit to school premises by children during the lunch break. Check on any strangers who may enter the school grounds and report any concerns to the headteacher.

School Premises

18. To supervise children on the school premises in the hall, classrooms and through corridors, when they are not allowed outside because of inclement weather.
19. To ensure that, when classrooms are used during the lunchbreak because of inclement weather

that the children are quietly occupied and that the classroom is left tidy.

20. To check toilet areas regularly to ensure that they are clean and being used appropriately.

21. To report any problems to the headteacher.

Signed(Employee):..... Date.....

Print(Employee):.....

Signed(Employer):..... Date.....

Print(Employer):.....