

**Job Title:** Teaching Assistant – Level 1A

**Grade:** Level 1A

**Job Purpose:**

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

**Principal Accountabilities:**

**1. Support for children**

- Under the direction of the teacher, carry out pre-determined tasks to support pupil learning.
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Provide learning support as required for children with special needs, or where English is not their first language.
- Help with the care and support for pupils, including attending to their emotional and/or physical care needs.
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
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**2. Support for the curriculum**

- Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.
- Support the use of ICT in the curriculum

**3. Support for the teacher**

- Provide information to help the class teacher plan appropriate work programmes.
- Help to prepare the learning environment for use.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour and take control of minor situations to allow the teacher to continue the lesson.

**4. Support for the school**

- Develop and maintain effective working relationships with other staff.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Provide support for school events, e.g. school plays, events.
- Provide First Aid across the whole school.
- Provide classroom cover as required across the school.

**Job Title:** Midday Supervisor

**Grade:** Scale 1C

**Hours:** 5

**Job Purpose:**

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

**Main Duties and Responsibilities:**

1. To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the health safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
2. To provide First Aid to pupils as required.
3. To monitor the behaviour of pupils 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 pupils 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 undertake any other duties consistent with the purpose of the job.

**Dining Hall**

10. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
11. To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: 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.
12. To encourage all pupils 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.
13. To encourage social skills and good table manners, ensuring safety with knives and forks.
14. To clean up spillages of food and to organise clearing cutlery and crockery off tables.

**Playground**

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

**School Premises**

17. To supervise pupils on the school premises in the hall, classrooms and through corridors, when they are not allowed outside because of inclement weather.
18. To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
19. To check toilet areas regularly to ensure that they are clean and being used appropriately.
20. To report any problems to the headteacher.

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

Print(Employee):.....

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

Print(Employer):.....