

## Job Description and Person Specification

<b>Job title</b>	<b>Teaching Assistant: 1:1 SEN Support and Midday Meals Supervisor</b>
Reports to	SENCo
Contract	[Fixed term]
School	Westvale Park Primary Academy
Location	[Webber Street, Horley, Surrey, RH6 8SU]
Grade	[West Sussex NJC Pay Scale]; Grade 4; SCP 5 to 6
Hours	20 per week
Working weeks	Term time only

### Job description

#### **Teaching Assistant: SEN 1:1**

##### **The Role**

To assist in promoting the learning and personal development of the pupil to who you are assigned, to enable them to make best use of the educational opportunities available to them.

##### **Responsibilities:**

- To aid the pupil to learn as effectively as possible both in group situations and on their own by, for example:
  - Clarifying and explaining instructions
  - Ensuring the pupil is able to use equipment and materials provided
  - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
  - Assisting in weaker areas, e.g. speech and language
  - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
  - Liaising with class teacher, SENCO and other professionals about individual education plans, contributing to the planning and delivery as appropriate
  - Providing additional nurture to individuals when requested by the class teacher or SENCO
- Helping to make appropriate resources to support the pupil
- To support the child's emotional needs by providing additional nurture on a daily basis
- To establish a supportive relationship with the pupil.

- To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
- Where appropriate, to know and apply positive handling techniques.
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities as per induction checklist.
- To be aware of confidential issues linked to home/pupil/teacher/school.
- To contribute towards reviews of the pupil's progress as appropriate.
- To take part in training activities offered by the school, to further knowledge and skills of working with a child with specific learning difficulties, this would include travel.
- To accompany teacher and pupils on educational visits.

### **Professional characteristics:**

- To be a positive, willing, contributing and adaptable member of the team at all times, i.e. a strong team player.
- To arrive punctually and maintain high standards of time keeping and reliability. Inform the Head of School on her mobile phone by 7.00am, if absence is likely.
- Maintain confidentiality at all times.
- Dress cleanly, smartly and appropriately to given tasks.
- To welcome parents to discuss their child, recognising them as partners in their child's education.
- Demonstrate positive and consistent behaviour strategies to ensure the highest standards from children.
- To be polite and co-operative with all colleagues and to be adaptable to different styles of teaching and learning that the teacher may adopt.
- To be imaginative and fun, enjoy singing songs and dressing up.
- To be committed to equal opportunities and to be aware of and respect the cultural and religious backgrounds of the children.
- To be flexible, adaptable and alert to unexpected and new situations that may arise within the daily routine.
- Be aware of the need to reflect on one's performance and to accept constructive criticism as a tool for improvement. Accept appraisal as part of the role.
- Take advantage of training courses and report on the knowledge gained.
- To welcome, assist and support new members of staff/pupils.

### **Midday Meals Supervisor**

### Role purpose

To prepare the dining room for school lunches and clear away afterwards. To supervise, and ensure the safety welfare, good conduct and safeguarding of, pupils inside and outside the school building throughout the midday break. To work as part of a team to ensure a positive lunchtime for all pupils.

### Key tasks

- Be proactive in ensuring a successful lunchtime for all pupils
- Provide positive praise for all and any behaviour and attitudes that support positive outcomes for all pupils during lunchtimes
- Model collaborative, positive and calm behaviour and attitudes that pupils can aspire to
- Prepare the dining hall for lunch, including setting out and laying up tables
- Work with other members of the team to ensure the lunch break starts and finishes on time
- Ensure that all pupils have either a cooked or packed lunch
- Serve lunch and drinks
- Encourage pupils to eat healthily and try new foods
- Clear spillages from the floor or tables, as necessary
- Clear up the dining hall after the lunch break, including clearing up food and wrappers left on the floor, wiping the tables and sweeping the floor
- Supervise pupils in the dining hall, in the playground and/or inside the school during wet play
- Ensure pupil's safety during the lunch break
- Actively promote positive behaviour and good relationships in line with school processes and procedures
- Help resolve conflict where necessary in line with school processes and procedures
- Intervene and deal with inappropriate behaviour in accordance with the Behaviour Policy and Procedure and, where necessary, report difficulties to your line manager
- Have knowledge of individual pupil's special needs and requirements
- Support (and attend to, if trained to do so) pupils who feel ill or become unwell during lunch break, referring them to a first aid trained colleague where necessary
- Report incidents in line with school policy

### Support of Colleagues

- Work proactively and collaboratively with other members of the staff team

### Self-Development

- Attend staff and team meetings as required. This may require additional hours to be worked, for which overtime will be paid
- Participate in training and other learning activities offered by the school
- Improve own practice, including through observation, evaluation and discussion with colleagues

### Legislative and Procedural Compliance

- Maintain confidentiality on all school matters at all times

- Follow all legislation and best practice relevant to your role
- Follow all school and Aurora Academies Trust policies, procedures and guidelines

### Safeguarding and Child Protection

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with
  - All staff must comply with the school's Safeguarding Policy
  - If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy
  - It is a requirement of the role that appropriate safeguarding and child protection training is undertaken
  - A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks)
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The list of duties in this job description should not be regarded as exclusive or exhaustive.

This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.

## Person specification

	Criteria	E = Essential D = Desirable	Assessed by A = Application C = Certificates I = Interview
<b>Qualifications</b>	Qualified to NVQ Level 2/A Level	D	A/C
	First Aid Qualified, or willing to become so	D	A/C
<b>Experi ence</b>	A proven ability to engage with small children	E	I
	A good level of written and spoken English	E	I
	Experience working in an educational setting	D	A
<b>Skills and abilities</b>	Ability to use language and other communication skills that pupils can understand and relate to	E	I
	Able to reflect on and analyse own practice	E	I
	Have high expectations of achievement and behaviour	E	I
	Flexibility and desire to work as part of a team	E	I
	Ability to demonstrate active listening skills	E	I
	A good understanding of the principles of positive behaviour management	E	I
	A good level of ICT skills	E	I
	Ability to carry out manual handling of tables and chairs	E	I
	Ability to remain calm and patient under pressure, whilst working to deadlines	E	I
	Ability to plan activities and supervise young children in an after-school club	E	I
	Ability to work in an organised and methodical manner	E	I
<b>Knowledge</b>	Knowledge of basic hygiene procedures	E	I
	Knowledge of, or willingness to learn, the legal and organisational requirements for maintaining health, safety and security of yourself and others	E	I
	Knowledge and understanding of managing the behaviour of groups of pupils	E	I
	Knowledge and understanding of the Early Years' and Key Stage 1 curriculum	D	I
	Knowledge and understanding of assessment, monitoring, target setting and evaluation, using this information to inform future planning	D	I
<b>Att rib ute s</b>	A caring nature and a genuine love of children	E	I
	Willingness to lead and show initiative	D	I

	Display a commitment to, and an ability to contribute to, the protection and safeguarding of children and young people	E	I
	The willingness to challenge yourself and achieve excellence	E	I
<b>Other</b>	Ability to maintain confidentiality on all school matters	E	I
	Ability to work to deadline and to work well under pressure	E	I
	Ability to inspire confidence in parents and colleagues in equal measure	E	I
	Ability to create and maintain an appropriate environment which ensures the safety of all users of the school	E	I
	Tactful, respectful and sensitive to the needs of others	E	I
	Willingness to participate in further training and development opportunities offered by the school, Aurora Academies Trust and the county	E	I
	Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the school	E	I
	A commitment to the school's vision, values and ethos	E	I
	A commitment to Aurora Academies Trust vision, values and ethos	E	I