JOB DESCRIPTION

Job Title: Lunchtime Teaching Assistant

Grade: Grade 01, SCP4.

Job Location: Sunningdale School

Directorate: Children’s Services

Responsible to: Headteacher

Responsible for: Education and supervision of pupils during lunchtime period

Purpose of Job: Lunchtime Teaching Assistant

* To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

# Principal Responsibilities

* Providing support for pupils, teachers and the whole school as outlined below.

# Main Duties

Support for the Teacher

* Monitoring and observing pupils under the specific guidance of the ‘teaching’ staff, and providing any relevant details of the pupils' behaviour and demeanour.
* Assisting the teacher with basic administrative tasks ie. putting up displays, copying, record keeping.
* Assisting with the care and cleanliness of the teaching environment, equipment, apparatus and materials.

Support for the Pupil

# Assisting in the domestic care and general welfare of pupils in respect of toileting and changing; at meal times; and using specialist equipment where necessary (for which relevant training will be provided if required).

# Supporting all pupils for integration purposes within school or within any other learning environments as appropriate.

* Under the supervision of teaching staff or senior colleagues, assisting in the provision of activities for the fullest development of all pupils which may involve work outside the school base and in the local community.
* Assisting with supervising pupils at break/lunch times.
* Having and applying a basic understanding of SEN as defined in the SEN code of practice.

Support for the School

* Helping to maintain a safe environment for the pupils and the staff.
* Assisting the school in promoting, developing and enhancing the five strands of Every Child Matters.
* Contributing to the whole School’s Self Evaluation process.

General requirements

* Attending and participating in training and development courses as required.
* Attending meetings, liaising and communicating with colleagues in school, outside agencies and other relevant bodies.
* Assisting teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff.
* Being an effective role model for the standards of behaviour expected of pupils.
* Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.

**Professional Values and Practice**

* Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
* Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
* In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
* Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
* Reflecting upon and seeking to improve personal practice.
* Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
* Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
* Building and maintaining successful relationships with pupils, parents/carers and staff.

**Specific Duties**

1.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.

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