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JOB DESCRIPTION

Teaching Assistant including Breakfast Club (x2 a week) -

**Job Title:** Teaching Assistant including Breakfast Club (x2 a week)

**Reporting to:** Headteacher/Class Teacher

**Salary:** Scale 2

**Start Date**: September 2024

**HOURS:** 21.5 hours (Wednesday 8am – 3.30pm, Thursday 9am – 3.30pm, Friday 8am – 3.30pm)

**MAIN PURPOSE OF ROLE:**

To support the class teacher with his/her class responsibility and to support children’s learning within the class. To provide care and supervision for all children, including those who have special physical, emotional and educational needs, by utilising a good standard of practical knowledge and skills.

Main Responsibilities and Tasks:

Under the direction and control of the class teacher:

* Supervise the activities of individuals or groups of children to ensure their safety and facilitate the physical and emotional development of pupils, including those with educational, physical or emotional special needs.
* To monitor individual pupil’s problems, progress, achievements and conditions and report these to the class teacher.
* To actively engage in the pre-determined educational activities and work programmes at a basic level and to assist in personal and individual development of individuals or groups of pupils.
* To prepare and organise teaching resources, equipment and materials and prepare resources for lessons and activities.
* To assist the teacher in liaising with parents and professionals (e.g. speech therapists etc.)
* To assist in the implementation of programmes designed by other professionals such as educational psychologists, speech and language therapists and to contribute to meetings to discuss the specific child’s progress.
* To support group activities within and away from the classroom, e.g. educational visits etc.
* To promote pupil independence in learning and reinforcing children’s self-esteem through praise and encouragement. To supervise children on school premises and grounds.

At lunchtime

* To assist pupils in the lunch hall.
* To use initiative in monitoring events occurring on the school premises and grounds.
* To report any relevant matters or dangers to the Senior Lunch Supervisor or School Business Manager
* To ensure a safe environment (e.g. by reporting broken glass to the Lunchtime Supervisor Manager).
* To report any minor injuries to children to the designated person (i.e. cuts, bruises).
* To undertake ancillary duties as necessary (i.e. setting up and clearing away tables, cleaning tables and dining area, washing up) quickly and efficiently
* To watch for intruders on the site during periods of duty.

Breakfast Club

* To welcome children in the morning.
* To take a register of children present each morning.
* To serve children breakfast items (from 8am to 9am – Mon, Wed and Friday).
* To use initiative in monitoring events occurring on the school premises and grounds.

Other Responsibilities

* To contribute to the positive team atmosphere and public image of the school.
* To act professionally and with integrity at all times.
* To undertake such other duties, training and / or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
* To undertake Health & Safety duties commensurate with the post and / or as detailed in the School Health & Safety Policy.

General

* The job description allocates duties and responsibilities. It does not direct the particular amount of time be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.
* The job description is not a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require. It may be reviewed annually or earlier if necessary and may be subject to modification or amendment at any time after consultation. You may discuss your job description with the Headteacher at any arranged time.
* This post requires vetting in line with the LA systems for the protection of children and young persons as required by law.
* The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council’s Equal Opportunities Policy.

Prepared by…………………………………………………..Headteacher

Received and

Accepted by…………………………………………………..Postholder

Date…………………………………………….