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| JOB DESCRIPTION **Teaching Assistant (Level 2)** | | | |
| **PLACE OF WORK: Marfleet Primary Academy** | | | **GRADE: salary points 5-7**  **£24,790 - £25,584 pro rata** |
| **REPORTS TO: Headteacher** | | | |
| **1.** | **MAIN PURPOSE OF JOB**  To work in partnership with teaching staff in the school, undertaking work, care and support programmes which enable access to learning for pupils and to assist the teacher in the management of pupils. | | |
| **2.** | **KEY TASKS** | | |
|  | i. | Work under the direction of the class teacher, SENCO or a member of the academy’s Management Team to carry out work and tasks set by the teacher. Works with individual pupils or small groups of pupils as directed by the teacher and under the teacher’s guidance to implement and deliver programmes of work. | |
|  | ii. | Undertake work pre-planned by the teacher, but will be expected to use own initiative to enable pupils to access the learning activity by application of specific skills, knowledge and experience with and of the pupils within the guidelines set by the teacher. | |
|  | iii. | Carry out work planned and prepared by the teacher and in accordance with the teacher’s instructions. May be required to adapt work/activities as directed by the teacher. | |
|  | iv. | Assist the teacher and work as directed in preparing the classroom and resources for planned work to take place. May involve adapting work and activities as directed by the teacher. | |
|  | v. | Assist with assessment and monitoring of pupil progress by providing feedback to the teacher on pupils’ achievements, progress and problems. | |
|  | vi. | Assist with record keeping on pupil progress as directed by the teacher. | |
|  | vii. | Work with other adults involved in the education process as directed by the teacher. | |
|  | viii. | Involvement in meetings with other staff, external professionals and parents regarding pupils in a support capacity to the teacher, who will normally lead on such matters. | |
|  | ix. | Support colleagues across the school staff as directed by the teacher, SENCO or Management Team by applying any specific skills, experience and knowledge in relation to pupils and the curriculum, including routine administrative and clerical tasks. | |
|  | x. | Accompany other staff on school visits and in other activities outside of the classroom, taking responsibility for specific pupils or small groups as directed by the teacher. | |
|  | xi. | Follow all school and Trust policies and procedures, in particular related to health and safety, child protection, behaviour management, inclusion, equalities Policy and Data Protection Policy. | |
|  | xii. | Participate as required in the Academy’s performance management and supervision systems and take part in appropriate training and development activities. | |
|  | xii. | Within usual work, make appropriate use of ICT and adhere to policies relating to it, in line with the school’s systems of working. | |
|  | xiv. | May be given specific areas of responsibility within the school that are appropriate to specific skills, knowledge and experience, for example in maintaining curriculum resources in a given subject area, preparing displays etc. | |
|  | xv. | Contribute to the overall ethos, work and aims of the academy. | |
|  | xvi. | Have a flexible and proactive approach to ensure the needs of the children are being met with the support of the team. | |
|  | xvii. | Undertake relevant training and be prepared to attend some training courses out of contracted hours which would be recompensed. | |
|  | xviii. | Any other duties commensurate to the level of the post. | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE -** none | | |
| **4.** | **MAIN CONTACTS & RELATIONSHIPS**  **Internal:** School staff, particularly in relevant Key Stage/ Phase.  **External:** Communication with parents and other stakeholders, usually on an informal basis. | | |

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| PERSON SPECIFICATIONTeaching Assistant (Level 2) | |
| **5.** | **KNOWLEDGE AND QUALIFICATIONS**    **Essential, i.e. the postholder must have:**   * Minimum level 2 literacy and numeracy qualification * Competent user of IT * Good knowledge of normal child development and children’s personal development needs * Knowledge of strategies which promote good behaviour and discipline * Knowledge of school policies relating to health and safety, behaviour, equal opportunities and child protection   **Desirable, i.e. the postholder would ideally have:**   * Relevant qualification in child development or commitment to undertaking this training within first two years of appointment |
| **6.** | **EXPERIENCE**  **Essential, i.e. the postholder must have:**   * Experience of working with children in a supportive capacity * Experience of making adjustments to planned activities in order to enable a pupil to access the curriculum fully and make progress and discusses these with class teacher   **Desirable, i.e. the postholder would ideally have:**   * Experience of working in a team |
| **7.** | **SKILLS AND PERSONAL QUALITIES**  **Essential, i.e. the postholder must have:**   * Good verbal communication skills, particularly for communicating with pupils, teachers and others in school, but also for liaising with parents and relevant others where required * Strong time management and organisational skills * Ability to participate fully in planned physical interventions, in pupil personal care routines and in moving and handling pupils with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures. * Resilience in the face of challenging pupil behaviour * Able to take appropriate action to meet pupils’ needs as they arise to avoid undue physical or mental stress. * Able to contribute to the planning and review of the differentiated curriculum and individual education plans/individual behaviour plans. * Able to participate in the design of classroom and school displays. * Able to work well as part of a team. |



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| JOB DESCRIPTION **Midday Supervisory Assistant** | | | |
| **PLACE OF WORK:**  **Marfleet Primary Academy** | | | **CURRENT GRADE: NJC salary points 2 – 3, currently £12.26 - £12.45 per hour** |
| **REPORTS TO: Senior MSA/ Headteacher** | | | |
| **1.** | **MAIN PURPOSE OF JOB**  To supervise, control and report the behaviour of pupils during the lunchtime break and to maintain a calm environment in the dining room. | | |
| **2.** | **KEY TASKS** | | |
|  | i. | To check that the dining room is ready for lunch service.If required, prepare layout of tables in preparation for lunch including setting the tables. | |
|  | ii. | Organise dinner queue and entrance of pupils into dining hall and from the dining hall to playground, ensuing good behaviour and a calm atmosphere. Check passes for early lunches. Dealing with any bullying/fighting/inappropriate behaviour that may occur by intervention or calling for assistance, reporting incidents to Headteacher/Senior Midday Supervisor according to the severity of incident. | |
|  | iii. | Where required, to assist with the collection of dinner money and/or the completion of records/registers of children dining. To monitor that where payment is required for lunch it is made. | |
|  | iv. | Ensure that pupils follow dining room rules and tidy/clear up in a satisfactory manner, where appropriate reporting any inappropriate or persistent behaviour to SMSA or teacher. | |
|  | v. | Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. | |
|  | vi. | Direction of pupils to the playground and supervision of their activities and behaviour ensuring their safety and well being, providing emotional support where necessary. Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games. Discouraging any dangerous activities. | |
|  | vii. | Dealing with unacceptable or challenging behaviour under the direction of guidelines in operation at the school. Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/SMSA. | |
|  | viii. | Locking and securing classrooms which contain personal belongings of staff and pupils. Checking toilet areas regularly for signs of pupils smoking/vandalism, blockages of toilets/water basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Caretaking staff | |
|  | ix. | To be observant to adults around the perimeter or entering the play areas and reporting any potentially suspicious behaviour/observations. | |
|  | x. | To provide brief verbal reports on any issues that need following up or referring to teaching staff. | |
|  | xi | Be aware of cultural differences between pupils, dealing with any incidents of racism and sexism in accordance with agreed procedures. | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  Supervision of children | | |
| **4.** | **MAIN CONTACTS & RELATIONSHIPS**  Internal: Children, parents staff  External: None | | |
| **5.** | **SPECIFIC AREAS OF RESPONSIBILITY**  No line management supervision | | |
| PERSON SPECIFICATION **Midday Supervisory Assistant** | | | |
| **6.** | **KNOWLEDGE AND QUALIFICATIONS**  **Essential:**  Awareness of health and hygiene issues  Safeguarding children  Enhanced DBS clearance  **Desirable:**  Understanding of effective behaviour management  Qualification in playwork  Appropriate first aid training, or willingness to undertake this, should it be required  Food hygiene certificate | | |
| **7.** | **EXPERIENCE**  **Essential:**  Relevant experience of working with children in a formalised play setting  **Desirable:**  Working as part of a team | | |
| **8.** | **SKILLS AND PERSONAL QUALITIES**  **Essential:**  Friendly disposition at all times  Emotionally resilient when working with challenging behaviours  Able to maintain discipline appropriately  Ability to maintain confidentiality  Demonstrable effective interpersonal skills | | |