



Job title: Teaching Assistant (TA) – Level 2, with Lunchtime Controller Responsibility

Reporting to: Head of School. While in the classroom, will operate under the direction of the classroom teacher. Courthouse Junior School is part of the Alwyn and Courthouse Federation. This role is based at Courthouse Junior School but during the course of your employment you may be required to work at either school.

Main purpose

The TA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Contribute to a range of teaching and learning activities, guided by the teacher or Inclusion lead
- Give support to pupils, individually, in groups or whole class, so they can access the curriculum, take part in learning and experience a sense of achievement

As a Lunchtime Controller, the TA will:

- Supervise the children in the lunch area outdoor spaces and classrooms (wet play).
- Encourage pupils to eat their lunch and use good table manners. Feedback any concerns to the class teacher
- Support children with their behaviour and choices during the lunch period and intervene quickly, following the school's relational behaviour policy. Feedback any concerns to the class teacher
- Administer basic first aid, in line with school policy.

Duties and responsibilities

Teaching and learning

- Demonstrate an efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with medical and special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy, procedures, values and ethos
- Support class teachers with maintaining routines and managing behaviour effectively to ensure a good and safe learning environment
- Support class teachers in organising and managing the teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Undertake any other relevant duties given by the class teacher

Planning and assessment

- Contribute to assessments and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans if shared prior to lessons
- Prepare the classroom for lessons, with the support of the teacher



Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils
- Communicate with parents and carers under the direction of the teacher, in line with the staff code of conduct
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the school improvement plan, policies, practices and procedures, so as to support the school's values and vision and your role
- Make a positive contribution to the ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- Undertake First Aid duties in line with qualification/training received and act in line with the school's accident/incident policy. Record details of incidents in line with the school's reporting procedures
- Undertake intimate care duties, including changing nappies, in line with school policy
- Observe pupils and the environment and act to minimise any identified health and safety risks, such as cleaning up food or water spillages (lunchtime)
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to children's' health and safety to a senior member of staff

Lunchtime Activities

- Ensure that pupils eat their lunch in an acceptable manner and that tables are left clean and tidy. This will involve helping children to use a knife and fork, encouraging good manners, monitoring eating habits and behaviour. Share any concerns to the class teacher.
- Encourage healthy eating and report concerns to the class teacher.
- Monitor and circulate around the dining area and designated school grounds ensuring that pupils behave in an acceptable and safe manner. This will involve encouraging social interaction, positive play and reporting areas of concern to the class teacher.
- Maintain awareness of individual children's needs so that any behavioural issues can be dealt with in an informed and appropriate way.
- Deal with any emergencies including giving first aid in line with school operating guidelines.
- Perform duties in line with Health & Safety rules of the school and to take remedial action where hazards are identified. Where hazards are serious, report to the Head of School immediately.
- Organise play or activities to encourage children to play and make use of play equipment
- Support children, where needed, to share play equipment and treat it appropriately
- Help to resolve issues between pupils during play activities in line with the school behaviour policy



Professional development

- Help keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teaching assistant will carry out.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the line manager.

Person specification

CRITERIA	DESIRED QUALITIES
Qualifications and experience	Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare GCSEs at grades 9 to 4 (A* to C) in English and maths Experience of working with children Working and collaborating with a team Experience of planning and leading teaching and learning activities (under supervision) Understanding of child protection issues First Aid training (or willingness to complete it)



Skills and knowledge	- Good literacy and numeracy skills - Good organisational skills - Ability to build effective working relationships with pupils and adults - Understanding and knowledge of ways to adapt and deliver support to meet individual needs - Some curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils - Effective communication with adults and children - Ability to respond quickly and effectively to issues that arise - Ability to use own initiative and act accordingly - Knowledge of trauma informed approaches to behaviour and how to manage behaviour effectively - Knowledge of guidance and requirements around safeguarding children - Good ICT skills, particularly using ICT to support learning - Understanding of roles and responsibilities within the classroom and whole school context
Personal qualities	- Enjoyment of working with children - Commitment to supporting and understanding children's needs - Sensitivity and understanding, to help build good relationships with children and staff - A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school - Maintain confidentiality at all times - Commitment to safeguarding, equality, diversity and inclusion

This job description may be amended at any time in consultation with the post holder.

Alwyn and Courthouse Federation is committed to equality of opportunity, to safeguarding and promoting the welfare of children and expects all staff and volunteers to share and demonstrate this commitment.

All appointments are made subject to pre-employment checks including a health check, satisfactory references and an enhanced disclosure with children's barred list through the Disclosure and Barring Service.

Alwyn and Courthouse Federation is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Headteacher/line manager's signature: _____ **Date:** _____

Post holder's signature: _____ **Date:** _____