Job Profile

Lead Lunchtime Teaching Assistant

Your job

Job purpose: To work under the direct instruction of teaching/senior staff to support access to learning for pupils.

To provide general support to the teacher in the management of pupils in the classroom and/or for the safety, welfare and good conduct of pupils during the mid day break.

To be responsible for the day to day supervision of a team lunchtime assistants.

To give support for SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required.

Reporting to: Headteacher/School Business Manager/Teachers/other senior school staff

Responsible for: Other lunch time assistants

Liaising with: Pupils, teachers, senior staff, visitors to the school

Grade: G3 **Gauge Ref:** A23612

Disclosure level: Enhanced

Job Outline:

- To effectively supervise the work of a team of lunchtime assistants.
- To work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff.
- To support pupils in their social and environmental well being and reporting any problems to the teacher as appropriate.

- To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom
- To establish good relationships with pupils, acting as a role model.
- To respond appropriately to the individual needs of pupils.
- To encourage pupils to interact with each other and engage with the teacher.
- To prepare the classroom as directed in readiness for lessons and clear at the end of the lesson/day.
- To assist with the display of pupils work.
- To record basic pupil data if required to do so
- To assist with escorting pupils on educational out of school visits.
- To support the teacher in managing pupil behaviour.
- To provide any clerical/admin support for the teacher including photocopying, reprographics, collection of money.
- To supervise pupils during mid day break in the dining hall, toilets, classrooms and school premises.
- To clean spillages and ensure that tables are clean during meal times.
- To assist with first aid, sickness and other welfare issues.
- To be aware of the schools behaviour policy ensuring it is implemented during lunch break, to ensure good conduct and discipline is maintained and provide activities for “wet play” (primary sector only)

Other specific duties:

- To carry out duties in the most effective, efficient and economic manner available
- To continue personal development in the relevant area
- To participate in the staff review and development appraisal process

Health and Safety Training

- To undertake Health and Safety training on areas within the designated work area

Schools Job Profile Acceptance Form

Lead Lunchtime Teaching Assistant

G3 – A23612

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However, staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date _____

Signed Headteacher: _____ Date _____

Signed Jobholder: _____ Date _____

Print name Jobholder: _____ NI no _____

School name: _____

DFES: _____

Person Specification / Selection Criteria

Lead Lunchtime Teaching Assistant

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working and interacting with children of a relevant age and learning need		D	
Experience of supervising other staff	E		A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 2 or equivalent qualification for teaching assistant or willingness to work towards		D	A,I
Willingness to undertake basic first aid		D	A, I
Basic level of numeracy and literacy	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of basic Health and Safety		D	A, I
Some knowledge of children's games and activities		D	A, I
Understanding of child development and learning processes		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	**Desirable**	**Source**
Ability to communicate with and relate well to children and adults	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to direct and motivate a team	E		A, I
Ability to work in accordance with the schools health and safety policies	E		
Ability to deal with minor injuries		D	A, I

E. Legal Issues

	Essential	**Desirable**	**Source**
Legally entitled to work in the UK	E		A, I