



# Job Profile Teaching Assistant Level 1

**Name of Postholder:**

**Job Profile: G2 Teaching Assistant Level 1 - Lunchtime**

<b>Job purpose:</b>	<p>To work under the direct instruction of teaching/senior staff to support access to learning for pupils.</p> <p>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 particularly SEN pupils.</p> <p>To give support for SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required.</p>		
<b>Reporting to:</b>	Headteacher/School Business Manager/Teachers/other senior school staff		
<b>Responsible for - Staff</b>	None		
<b>Liaising with:</b>	Pupils, teachers, senior staff, visitors to the school		
<b>Grade of post:</b>	G2	<b>Gauge ref:</b>	A23287
<b>Disclosure level:</b>	Enhanced		

## **Job Outline**

- To supervise children at lunchtime within buildings and the outside environment.
- 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 including if required to attend to pupils' personal needs which may include aiding with toileting and dressing.
- To encourage pupils to interact with each other and engage with school adults.
- To prepare the classroom as directed in readiness for lessons and clear at the end of the lesson/day.
- To record basic pupil data if required to do so
- To assist with escorting pupils on educational out of school visits.
- To support the school in managing pupil behaviour.
- To supervise pupils during mid day break in the dining hall, toilets, classrooms and school premises
- To assist individual pupils with eating if required
- 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 the 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.

**Special Conditions of Service**

Where the Postholder has a disability, every effort will be made to make reasonable adjustments to enable them to carry out the duties of the job.

All holiday leave is to be taken during school holidays.

This job description is current at the date shown, but, in consultation with you, it is liable to variation by management to reflect or anticipate changes in the job commensurate with the grade and job title.