



## **JOB DESCRIPTION: Teaching Assistant and Midday Supervisor**

### **Job Summary**

Assist in the educational, personal and social development of designated students under the direction and guidance Headteacher, SENDCO and class teachers.) Support students by adopting relevant, developed strategies and techniques, acquired through specialist knowledge and experience, to enable them to access the curriculum, engage with their learning and achieve their full potential. Provide specialist support and expertise in one or more areas (e.g. an aspect of the curriculum, age range or additional needs) in order to deliver measurable impact on student attainment as well as social and emotional well-being. Provide cover for groups and classes as required and in line with relevant development and/ or experience. Work collaboratively with relevant colleagues to fulfil the requirements of the role

### **Primary Duties and Responsibilities**

#### **Relationships**

- Establish effective relationships with designated students both 1:1 and in groups, utilising specialist and developed skills and techniques to ensure they make progress in line with their objectives and achieve their potential.
- Provide targeted and focussed support and feedback to students as a result of effective monitoring and assessment techniques. Assess, record and report their achievements, progress and development.
- May be required to cover small groups or classes in the absence of the class teacher and in line with the appropriate development having been provided or previous experience gained.
- Work in partnership with teachers ensuring individual student learning needs are met, discuss student progress and share strategies and concerns.
- Effectively communicate knowledge and understanding of pupils to other professionals to facilitate informed decision making with regard to required intervention and provision.
- Build effective ongoing relationships with parents/carers keeping them informed of students' needs, targets and progress and sustaining effective relationships with the school community. Recognise the valuable contribution of parents and carers to the development and wellbeing of students.
- Work effectively with colleagues and external practitioners assisting them with delivery of specialist support.
- Engage with SENCO and colleagues to play an active role in monitoring, evaluating, assessing and reporting on the needs of specific students and their short- and long-term learning goals. Record and report on students' achievements, progress and development.
- Adapt communication style and language to suit individual students and their specific needs, demonstrating skill and a range of techniques to enable inclusion and responsiveness to the individual.

- Work collaboratively to share information, knowledge and best practice.
- Learn from others to continuously improve practice and ensure required knowledge is up to date and relevant.
- Deal with any Child Protection disclosures or pastoral concerns sensitively and in line with Safeguarding policy and procedures.

### **People Management**

- Take responsibility for identified students, using particular strategies to support them to achieve their targets. Act as mediator and advocate working in their best interests when in professional dialogue with others. Employ specialist techniques and strategies, developed through experience to support students to achieve their targets. Promote the inclusion and acceptance of all students within the classroom.
- Assist in the resolution of student disputes in accordance with Academy policy and practice.
- May support, advise, coach and/ or monitor less experienced colleagues or students.

### **Resource Management**

- Produce bespoke resources and study materials, which may be specialised/ targeted, for use in intervention groups and in lessons.
- Highlight and recommend resources that could be utilised to support specific students.
- Ensure learning resources, IT and disability aids are available and operational as required to support full inclusion.
- Effective use of developed positive behaviour management techniques and strategies, with support where required.
- Ensure all written and electronic records and reports are accurate, comprehensive and timely.
- Skilled use of techniques and strategies to monitor and assess student progress, resulting in improved learning and performance.
- Active role in planning, organising and implement individual educational plans for students.
- May be required to cover small groups or classes in the absence of the class teacher and in line with the appropriate development having been provided or previous experience gained.
- Invigilate exams and tests as required.

### **Decision Making**

- Liaise with teachers regarding learning needs for specific students, decide on appropriate strategies implementing differentiation to allow individuals to fully access the lesson.
- Contribute to the identification and selection of students for specific interventions such as social skills or literacy and numeracy sessions.
- Seek guidance and support from colleagues as required.
- Understand when it is necessary to raise concerns and ensure this is done in line with relevant policy and procedure.
- Adapt approach to respond appropriately to situations that arise.

- Use initiative when developing resources for individual students or small groups.

### **Work Demands**

- Be flexible to meet the needs of students, able to multi-task and adapt to situations as they arise
- Ability to be patient, show empathy and remain calm under pressure.
- Undertake other appropriate tasks such as first aid duties as required.
- Adopt a range of developed techniques and strategies, gained through experience to promote positive pupil behaviour and deal promptly and effectively with conflict and incidents in line with Academy policy. Encourage pupils to take responsibility for their own behaviour.

### **Physical Demands**

- Manual handling may be required (relevant training will be provided if necessary). Positive handling may be required but only in situations where safety is at risk and should be managed in line with relevant guidelines.
- Contribute to organising physical teaching space and resources to maintain a safe, stimulating environment.
- Assist in practical lessons e.g. PE, Drama and DT as required.
- Organising physical teaching space and resources to maintain a safe, stimulating environment.
- Administer medications where appropriate in accordance with Academy policy and assist students with personal care requirements such as toileting.
- Escort and supervise students on educational and out of school activities.

### **Working Conditions**

- Work will be school based but will include accompanying students on visits and may include attending meetings at other sites as well as with external agencies.
- Effectively manage some challenging situations which can require conflict resolution and working within an emotive environment.

### **Expectations of Jobholder**

- Be aware of and comply with school policies, including the Code of Conduct, as well as individual school policies and procedures.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.
- Comply with and promote Health and Safety and Safeguarding policies and procedures and to undertake recommended training as and when necessary.
- Commit to professional self-development, such as through participation in inset training and professional services networks as necessary for the successful carrying out of the job.

- Undertake such other duties as are commensurate with the grade of the post.

#### **Duties MDSA**

- Ensure that the hall/classrooms are ready, with the tables cleaned at the start of lunch.
- Support the organisation of cooked or packed lunches.
- Ensure that the hall/classrooms are cleared ready for use in the afternoon.
- Encourage the children to eat properly and ensure appropriate behaviour when they are eating.
- Maintain a positive approach towards the pupils using the school reward system for good behaviour (house points).
- Ensure good behaviour on the playground and in and around the school. Maintain constant observation, identifying and dealing with any incidents of poor behaviour and any danger.
- Adopt the school policy for dealing with inappropriate behaviour
- Follow school procedures: child protection policy; action plan for dealing with challenging behaviour/medical emergencies; first aid action plan; fire regulations.
- Deal with any minor accidents and refer any serious accidents to the Headteacher or Deputy Headteacher.
- Challenge any unauthorised entry into the school and report to Headteacher or Deputy Headteacher or any other teacher

Safeguarding is everyone's responsibility - this includes you. You must be aware of the school's policy and procedures in relation to safeguarding and the importance of your duty to raise any concerns you may have with the Designated Lead (or Deputy Designated Lead) for Safeguarding.

You are also expected to be aware of the school's approach to PREVENT, Female Genital Mutilation and Child Sexual Exploitation, following the expected protocols as appropriate.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

I agree that the Job Description is a fair and accurate statement of the requirements of the job:

Job holder..... Date.....

Headteacher.....Date.....