

CHARLTON MACKRELL C OF E PRIMARY SCHOOL AND PRESCHOOL

JOB TITLE: Teaching Assistant (term time only) fixed term to 31st August 2027
RESPONSIBLE TO: Headteacher
SALARY: Grade 15 (3-4 £24,796 - £25,185 pa pro rata term-time only)
HOURS PER WEEK: 8.45am – 3.15pm 3 days per week (16.5 hours per week)
WORKING WEEKS: 38

JOB PURPOSE

- To work under the guidance of the class teacher or Headteacher to implement agreed work programmes with individuals or groups of pupils to promote effective teaching and learning.
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive environment.
- To promote the inclusion of all pupils.
- Work may be carried out in the classroom or outside the main teaching area including, by arrangement, the supervision of pupils in out of school hours activities.

MAIN RESPONSIBILITIES AND TASKS

- 1 Within a framework of supervision, to deliver agreed learning activities/teaching programmes to individuals or groups of pupils.
- 2 To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- 3 To prepare and maintain appropriate learning aids, materials and equipment and assist the pupils in their use. To make or adapt resources (e.g. worksheets or sight cards) to enable the pupil(s) to access the learning activity at their appropriate level of understanding.
- 4 As required, to prepare the classroom for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
- 5 To work on classroom displays following consultation with the teacher.
- 6 To monitor and evaluate pupils' responses to learning activities and progress towards targets, record achievement and feedback to the teacher and/or other professionals as required. This may include assistance with the development and implementation of SEN Learning Plans and other programmes as appropriate.
- 7 To administer and mark tests and basic homework as required by the class teacher.
- 8 To maintain an awareness of pupil problems and report these to the class teacher as required.
- 9 To encourage pupils to interact with others and engage in activities led by the teacher.
- 10 To provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour Policy and demonstrating high expectations of work and behaviour.
- 11 To work with the teacher in the planning of work and activities as appropriate.
- 12 To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.
- 13 To assist with the general pastoral care of the pupils, including helping pupils who are sick, distressed or injured.
- 14 To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- 15 To assist with the supervision of pupils out of lesson time, as necessary for their safety.
- 16 To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- 17 To attend relevant meetings and participate in training opportunities and performance development as required.
- 18 To undertake any other broadly analogous duties.

SAFEGUARDING

Everyone who works at Charlton Mackrell Primary School and Preschool has the responsibility for promoting the safeguarding and welfare of children and must:

- ensure awareness of school policy and procedures re Child Protection and Safeguarding.
- become aware of the signs and symptoms of abuse by attending relevant training.
- report all causes for concern to the Designated Safeguarding Lead via appropriate methods.
- ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- ensure they complete or are aware of risk assessments pertaining to children in their care or regarding any off-site visits.

The duties of this post will change and develop over time. It is the jobholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.

PERSON SPECIFICATION – TEACHING ASSISTANT

	Essential	Desirable
Professional qualifications	· Good standard of Education in English and Mathematics to GCSE or equivalent	· NVQ Level 3
Professional experience	· experience of working with children	· experience of working with pupils with behavioural difficulties
Professional knowledge and expertise	· a commitment to developing the whole school ethos · positive behaviour management · knowledge of areas of legislation relevant to child protection and safeguarding	· understanding needs of a Church school · experience of development and delivering creative activities
Personal Qualities	· excellent interpersonal and intrapersonal skills · empathy with children · effective organisational skills · good time management · ability to inspire and motivate pupils to achieve and enjoy school · knowledge of what constitutes quality in educational provision. · works using own initiative · openness and integrity	
Teaching and Learning	· knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all individuals · understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management	
References	· positive recommendation in professional references · satisfactory health and attendance record	

CHARLTON MACKRELL C OF E PRIMARY SCHOOL

JOB TITLE: Midday Supervisor (term time only) fixed term to 31st August 2027
RESPONSIBLE TO: Headteacher
SALARY: Grade 16 (£12.85 per hour)
HOURS PER WEEK: 3x 1/2 hour each lunchtime - 3 days per week
WORKING WEEKS: 38 (term time only)

JOB PURPOSE

We are seeking to appoint a new member of Lunchtime Staff to join our School team and help to support children during the lunch period. Applicants should be able to work as part of a caring and professional team, have good organisational skills and demonstrate initiative. The applicant should have a First Aid certificate or be willing to undertake the training in their own time and have Level 2 Food and Hygiene Certificate or be willing to undertake the online training.

MAIN RESPONSIBILITIES AND TASKS

Duties on are on a rota basis and include:

The normal duties of the post holder will usually include the following:

- Keep food and equipment temperatures.
- Keep cleaning records, meeting standards required by Local Authority
- Maintain the dining area to the highest standards of cleanliness
- Serve and supervise the meals provided to the children
- Erect the dining tables and lay ready for meals
- Clear and supervise the cleaning of crockery, tables etc. after meals have been eaten
- Maintain a calm atmosphere and encourage positive behaviour
- Clear Lunch Hall/Kitchen after play.
- Supervise Lunchtime play
- Administer and report First Aid if required

SUPPORTING PROCESSES

Physical Effort and Working Conditions:

- To carry out cleaning duties
- To work outside, possibly in inclement weather
- Movement of stock and furniture around the site (potentially heavy items at times)

Additional Information:

- We expect all staff to be in sympathy with our Christian values.
- Treat all users of the school with courtesy and consideration and promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health & safety legislation) at all times.
- Attend relevant meetings and participate in training and development activities and programmes as required.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of child protection, health, safety and security, confidentiality, and data protection.

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