

Grazeley Parochial Primary School

JOB DESCRIPTION



Teaching Assistant/Lunchtime Controller at Grazeley Parochial Primary School

Purpose of the job

To facilitate learning by supporting the needs of all pupils (individuals and small groups) in accordance with school policy and government initiatives in the pursuit of high standards of achievement for all pupils.

General duties

1. Work closely with the class teacher to plan and deliver high quality teaching and learning support to secure the highest possible levels of progress and attainment for all pupils;
2. Work with groups and individual children as directed by the Class teacher or Headteacher including leading a phonics group (Read Write Inc.);
3. Contribute to the evaluation of pupil performance and identify priorities for continuous improvement;
4. Be approachable to parents and carers and communicate effectively;
5. Help to create a learning environment that is engaging, happy and fulfilling for all pupils;
6. Monitor the response of pupils to learning activities and record achievements/progress as directed;
7. Promote good pupil behaviour, dealing with incidents in line with School Policy and encourage pupils to take responsibility for their own behaviour;
8. Prepare and maintain general and specialist equipment and resources and assist pupils in their use;
9. Carry out personal care for children in line with school policy;
10. Assist with display work and create and maintain a purposeful, orderly and supportive environment, in accordance with lessons plans;
11. Supervise and provide particular support for pupils, including those with SEN, EAL or G&T, ensuring their safety and access to learning activities;
12. Undertake structured and agreed learning activities/teaching programmes
13. Undertake programmes linked to learning strategies e.g. literacy, numeracy, foundation etc. and feedback to the teacher;
14. Support the use of ICT in learning activities and develop pupil's competence and independence in its use;
15. Carry out general administration tasks and maintain class records at the request of the class teacher;
16. Carry out First Aid and break time playground supervision if required;
17. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assess pupils directed by the teacher in their use;
18. Any other duties commensurate with the role as agreed with the Class teacher and/or Headteacher
19. To assist in the preparation for and tidying up after the lunch time meal
20. To assist and/or supervise pupils when eating
21. To serve and/or feed pupils if necessary

22. To ensure Health and Safety of the pupils and alert the Head Teacher of any health and safety concerns
23. To supervise pupils' play and leisure time, encouraging purposeful play and positive relationships

Job context

Grazeley Parochial Primary School is a church school and all staff will be expected to play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage pupils and staff to follow this example. They will also support the school in meeting its requirements for worship.

The job description is not exhaustive and it is expected that the role holder, will work closely with the Teacher and/or Headteacher to develop this job description, to ensure it reflects the needs and demands of the post as the school continues to grow.

Grazeley Primary School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to this. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).