

St Matthew's Church of England Primary School,
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Teaching Assistant including Midday Supervisor role

Job profile

Date	November 2018
Accountable to	Class teacher, SENCO and Senior Leadership Team.
Job profile	<p>To support children's learning in the classroom, individually and in small groups, by assisting the teacher with their responsibility for the development and education of the children in the class.</p> <p>To support the Mission and Aims of the school and understand and apply school policies.</p> <p>To participate in the general life of the school.</p>

Under the direction of the teacher to:

- Use routine supervision and care skills to support pupils, including those who have physical, emotional or educational needs.
- Encourage appropriate social behaviour.
- Assist in the planning and delivery of educational work programmes and interventions by participating in day-to-day learning activities.
- Discuss with and report back to the teacher on the planning and assessment of pupil work.
- Record observations and contribute information towards pupil assessment.
- Keep records of work.
- Organise and maintain the learning environment.
- Supervise learning and play activities inside and outside the classroom.
- Work as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and life skills.
- Maintain confidentiality inside and outside the workplace.
- Understand and apply school policies

Required attributes are:

- A high standard of numeracy and literacy.
- A good general education.
- Experience and understanding of working with children, including children with Special Educational Needs.
- Resilience.
- Enthusiasm.
- Being a team player.

Hours

8:30am to 3:30pm with 30 minutes for lunch (32 hours 30 minutes per week)
Term time only (38 weeks and 3 days per year)