

De La Salle College
Job description

JOB TITLE: Primary School Teaching Assistant / lunchtime play supervisor

REPORTS TO: Head of Primary

PAY GRADE: 4 (£12.41 per hour, at 1. 1. 2018)

**HOURS: 20 hours per week, term time only.
4 hours per day
1130 – 1200 Teaching Assistant
1200 – 1300 Lunchtime play assistant
1300 – 1530 Teaching Assistant**

1. JOB PURPOSE

The Primary School Teaching Assistant will work with a team of Teaching Assistants to support the learning of boys across the Primary School, with particular focus on Key Stage Two. This role is not based in a single class.

The Lunchtime Play supervisor will work with a team of lunchtime play supervisors and teaching staff to ensure a well-managed, safe and enjoyable lunchtime play for the pupils.

2. ROLE AND ACCOUNTABILITIES

- **To comply at all times to De La Salle policies, procedures and standards including health and safety, hygiene, safeguarding, inclusion, confidentiality**
- **Maintain awareness of key practices within the De La Salle Primary and College, e.g. health and safety, food hygiene, safeguarding awareness, first aid, fire drill procedures**

Teaching assistant

The Primary School Teaching Assistant will work with a team of Teaching Assistants to support the learning of boys across the Primary School, with particular focus on Key Stage Two. This role is not based in a single class.

To be responsible to the Head of Primary for:

- Supporting the learning of identified individuals or groups within the classroom, as directed by the class teacher
- Providing individual or small group support outside of the classroom, as directed by the teacher, Headteacher or SENCO
- Managing learning support activities, programmes or materials, as directed by the teacher, Headteacher or SENCO
- Reporting progress of groups or individuals to staff as required. Reporting any concerns as necessary.

- Being prepared to investigate and take training to develop the support for pupils provided by the school, as directed by staff
- Supporting pupils' emotional wellbeing through general interactions and following specific emotional support programmes, as directed by staff
- Contributing to the smooth running of the Primary school by taking on additional duties as required (within contracted hours)

Lunchtime play supervisor

The Lunchtime Play supervisor will work with a team of lunchtime play supervisors and teaching staff to ensure a well-managed, safe and enjoyable lunchtime play for the pupils.

To be responsible to the Head of Primary for:

- Managing and preparing the play equipment for outside play
- Ensuring that the pupils move safely to the appropriate play space
- Supervising pupils' play, ensuring it is safe, appropriate and enjoyable
- Encouraging all pupils to be involved in appropriate play, and leading play where required
- Supporting and managing the behaviour of pupils in accordance with the school behaviour policy
- Dealing with accidents in the playground, with the support of other members of staff
- Reporting concerns or incidents to the appropriate member of staff
- Recording concerns or incidents as directed by senior members of staff
- Ensuring a well-managed end to playtime with pupils prepared for learning, equipment cleared away and the environment tidy
- Ensuring that the pupils move safely back to their classrooms
- In the event of a rainy playtime the role remains similar, though the play is in classrooms.

3. KNOWLEDGE AND SKILL

Teaching assistant

- The postholder must have an understanding of working with young people with a range of attributes and abilities.
- The postholder should show initiative and be able to work as a member of a team.
- Current training in working with Primary aged pupils (NVQ, CACHE or similar)
- Experience of working or volunteering in a school setting
- Ability to work effectively with others and show initiative where required
- Ability to follow direction and provide effective and accurate feedback

The postholder should show initiative and be able to work as a member of a team.

- The successful applicant should be able to work with common Microsoft systems, including Word, Excel and Outlook.
- Be prepared to attend H & S courses as and when appropriate.
- Be prepared to follow Inset programmes in respect of new guidelines or equipment being used in the Primary school, child protection, or pedagogy.

Having an ELSA qualification or experience would be highly beneficial.

Lunchtime play supervisor

- Ability to promote calmness and reassuring behaviour to pupils
- Ability to work effectively in a team to maintain a safe, ordered and happy play environment
- Be alert and aware of all movement and student interaction as required, to monitor and supervise children at all times
- Assist to defuse inappropriate or challenging behaviour between pupils at lunchtimes, in accordance with the school behaviour policy

4. CHILD PROTECTION

- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.

5. DIMENSIONS

The postholder will be an important member of the school teaching and learning support team. The postholder will work closely with pupils, following the direction of teachers, the SENCO and Headteacher, and will be required to provide accurate feedback to staff on progress or concerns.

The role requires some flexibility and the postholder may be asked to cover similar roles or work additional hours to cover staff absence if necessary.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties with the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify the reconsideration of the grading of the post.