

JOB DESCRIPTION

Job Title: Lunchtime Teaching Assistant

Grade: Grade 01, LD1, Pt 13.

Job Location: Sunningdale School

Directorate: Children's Services

Responsible to: Headteacher

Responsible for: Education and supervision of pupils during lunchtime period

Purpose of Job:

- To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement with the emphasis being on personal welfare. As far as possible to ensure a safe working environment for staff and pupils.

Relationships:

- The post holder is responsible to the teachers within their curriculum pathway as well as the Headteacher and Senior Leadership Team (SLT) for his/her teaching and learning duties and responsibilities.

Principal Responsibilities

- To support the ethos, values and aims of the school community.
- To contribute to and follow the agreed policies of the school.
- To comply with the schools Health and Safety policy and undertake appropriate risk assessments.
- To have high expectations of themselves and all pupils and to act as an example to pupils within the school environment.
- To work as a member of a team and to contribute positively to effective working relationships within the school.
- When required and if relevant to engage actively in Performance Management and Continuing Professional Development (CPD)

Main Duties

- Monitoring and observing pupils under the specific guidance of the 'teaching' staff, and providing any relevant details of the pupils' behaviour and demeanour.

- Assisting with the care and cleanliness of the environment, equipment, apparatus and materials.
- To provide personal care and assistance for pupils who require support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes.
- To feed or assist with feeding the pupil safely and hygienically, following established advice, procedures and guidelines.
- To support the pupil during break and lunch times as appropriate, both indoors and outdoors.
- To move and transfer pupils that require support within the recommended safety guidelines/regulations following appropriate training.
- To support pupils communication needs. This may include using body and sign language and other communication systems/equipment when appropriate.
- To encourage high standards of emotional regulation so that effective learning can take place, and good relationships can be formed within the school community.
- To pass on information about pupils to class teachers, other staff as appropriate.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.

The post holder must carry out any other duties as requested by the senior leadership team.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Council's Health and safety rules and regulations and with Health and Safety legislation.

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