Our Vision: *"Inspiring Learning for Life"*

Psalm 119:105

"Your word is a lamp to my feet and a light to my path."

Job description: Teaching Assistant (TA) Level 3 Apprentice with midday supervisor duties

Cropthorne with Charlton CE First School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Teaching Assistant (TA) Level 3 Apprentice including midday supervisor duties.

Salary: Apprenticeship wage £8 for 12 months, 6 months National living wage

Hours: 32.5 hours

Contract type: Full-time, fixed-term

Reporting to: Headteacher

Main purpose

The Teaching Assistant Apprentice will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- Support children achieve SEND targets set by the class teacher/SENCO, including those who may have an EHCP. This can include 1:1 or group work.

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher

- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Cover Supervision

- To work under the guidance of teaching/senior staff with individuals/groups, in or out of the classroom. To supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities and implement agreed work programmes.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with

Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers

Collaborate and work with colleagues and other relevant professionals within and beyond the school

Develop effective professional relationships with colleagues

Uphold and promote the school vision and values in all you do

Health and safety

Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy

Look after children who are upset or have had accidents

Professional development

Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

Promote the safeguarding of all pupils in the school

The TA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Main purpose of midday supervisor

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- Supervise pupils in in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers
- Model play/ games to support children

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages
- Set up and put away play equipment on the playground

Health and safety

- Observe pupils and the environment and act to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feed back concerns relating to pupils' health and safety to the headteacher

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member and record on CPOMS, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- Organise play activities to encourage pupils to play and make use of play equipment

- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Complete assignments related to the level 3 apprenticeship

Person specification

CRITERIA	QUALITIES
Qualifications and training	- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths - First-aid training, or willingness to complete it - Knowledge of working with children with SEND needs - Teaching assistant/ childcare qualifications are desirable but not essential for the right person.
Experience	- Experience working in a school environment or other educational setting - Experience working with children, including SEND barriers - Experience planning and delivering learning activities - Experience of leading teaching and learning activities (under supervision)
Skills and knowledge	- Good literacy and numeracy skills - Good organisational skills - Ability to build effective working relationships with pupils and adults - Skills and expertise in understanding the needs of all pupils - Knowledge of how to help adapt and deliver support to meet individual needs - Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils - Excellent verbal communication skills - Active listening skills - The ability to remain calm in stressful situations - Knowledge of guidance and requirements around safeguarding children - Good ICT skills, particularly using ICT to support learning - Understanding of roles and responsibilities within the classroom and whole school context - Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice

Personal qualities	› Enjoyment of working with children › Sensitivity and understanding, to help build good relationships with pupils › A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school › Commitment to maintaining confidentiality at all times › Commitment to safeguarding pupil's wellbeing and equality › Resilient, positive, forward looking and enthusiastic about making a difference › Capacity to inspire, motivate and challenge children and young people › Commitment to the school vision and values

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a teaching assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact Mrs D Smith, Headteacher, to discuss this further.

Last review date: November 2026

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____